

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 12, 2008
TIME: 9:30 A.M.
LOCATION: SOC 14

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.

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

II. ROLL CALL – TRUSTEES BROUGHTON, HAYDEN, MARMAN, MILLER, STEFAN AND STUDENT TRUSTEE HERNANDEZ

- A. Swearing-in of Newly Elected Trustees: Charles Hayden, Dr. Merle C. “Bud” Miller and Dr. Bonnie Stefan

III. ORGANIZATION FOR 2009

A. ELECTION OF OFFICERS

- 1) Chairperson
- 2) Vice-Chairperson
- 3) Clerk
- 4) Secretary
- 5) Representative/COD Foundation Board of Directors
- 6) Representative/County Committee and Inland Valley Trustees’ Assoc.
- 7) Representative/CACC and Board of Governors
- 8) Representative/CCCT

B. CERTIFICATION OF SIGNATURES

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 12, 2008, with any additions, corrections, or deletions.

V. PUBLIC COMMENTS (Agenda Items): PERSONS WHO WISH TO SPEAK TO THE BOARD SHOULD COMPLETE THE “REQUEST TO ADDRESS THE BOARD” FORM AND PRESENT IT TO THE SECRETARY. PERSONS WHO WISH TO SPEAK TO THE BOARD ON AN AGENDA 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. OPPORTUNITY FOR PUBLIC COMMENTS ON NON-AGENDA ITEMS IS PROVIDED IN SECTION XI OF THIS AGENDA.

VI. APPROVE THE MINUTES OF:

1. The Regular meeting of November 18, 2008.

VII. REPORTS

- A. GOVERNING BOARD
- B. COLLEGE OF THE DESERT FOUNDATION
- C. COLLEGE OF THE DESERT ALUMNI ASSOCIATION
- D. ACADEMIC SENATE
- E. FACULTY ASSOCIATION
- F. C.O.D.A.A.
- G. CSEA
- H. ASCOD

VIII. ADMINISTRATIVE REPORTS

- A. President
- B. Vice President Administrative Services – Dr. Edwin Deas
- C. Vice President Human Resources – Dr. Jack Randall
- D. Vice President Instruction – William Kelly
- E. Vice President Student Services – Dr. Diane Ramirez
- F. Student Success Initiative Update

IX. 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. Classified – Increase in Assignment Hours
- 2. Hourly Personnel – Classified/Students/tutors
- 3. Employment Agreements

B. ADMINISTRATIVE SERVICES

- 1. Approval of Warrant Lists
- 2. Payroll #5

3. Gifts/Donations to the District
4. Approval of Contracts
5. Approval of Out-of-State Travel

X. ACTION AGENDA

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

B. PRESIDENT

1. Revised: 2210 Officers of the Board – Second Reading

C. HUMAN RESOURCES

1. Approval of the 2009-2010 Holiday Schedule – Correction

D. INSTRUCTION

1. Approval of Curriculum Modifications for 2009-2010 Academic Year

E. ADMINISTRATIVE SERVICES

1. Alumni Center Building Bid Award for Bid #B-285-0280-6900
2. Change Order #1 – Nursing/Health Sciences Building – E&R Glass Contractors
3. Change Order #4 – Nursing/Health Sciences Building – Inland Building Construction
4. Quarterly Financial Report 2008-2009
5. Budget Transfers
6. Budget Adjustments – Resolution #182
7. Designation of Off-Site Location
8. Acceptance of 2007-2008 Audit Reports
9. Receive 2007-2008 Audit Report for the College of the Desert Foundation
10. Bid Campus Hardware Replacement Project
11. Resolution #183 – Approve Agreement for Child Development Services

XI. ITEMS OF INFORMATION

Items #A through #M have previously been approved by the Board. The CCLC has provided updates with suggested changes. These are presented for information only and will not be brought back for a second reading.

- A. Board Policy 5020: Nonresident Tuition
- B. Board Policy 5040: Student Records and Directory Information and Privacy
- C. Board Policy 5047: Student Drivers
- D. Board Policy 5120: Transfer Center
- E. Board Policy 5500: Standards of Conduct
- F. Board Policy 5550: Speech: Time, Place and Manner
- G. Board Policy 5700: Athletics

- H. Board Policy 6340: Contracts
- I. Board Policy 6600: Capital Construction
- J. Board Policy 7120: Recruitment and Hiring
- K. Board Policy 7210: Academic Employees
- L. Board Policy 7370: Political Activities
- M. Board Policy 7380: Retiree Health Benefits: Academic Employees

XII. PUBLIC COMMENTS (Non-Agenda Items): PERSONS WHO WISH TO SPEAK TO THE BOARD ON A NON-AGENDA 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.

XIII. SUGGESTIONS FOR FUTURE AGENDAS

XIV. ADJOURN TO CLOSED SESSION

XV. CLOSED SESSION:

1. **CONFERENCE WITH LABOR NEGOTIATOR**, Pursuant to Section 54957.6; labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Dr. Jack Randall
2. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
(Subdivision (a) of Government Code, Section 54956.9)
3. **PUBLIC EMPLOYEE/GOVERNMENT CODE SECTION 54957:**
Discipline/Dismissal/Release of a Public Employee
4. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Property: Parcel Numbers: 657230015, 657230025, 657230028, 669330015, 669330025, 669330029, 669330030, 657280015, 657280014, 657280016, 657280002, 657280002 and 6693300294.

Agency Negotiator: Dr. Edwin Deas
Negotiating Parties: Jim Goodell
Under Negotiation: Reviewing Land Acquisition

XVI. RECONVENE TO OPEN SESSION

1. Closed session report (if any)

XVII. ADJOURN TO BOARD RETREAT (President's Board Room)

1. FY07-08 Review
2. Accreditation
3. Institutional Planning & Effectiveness

4. Board of Trustees Planning

XVIII. ADJOURN TO CLOSED SESSION

XIX. CLOSED SESSION:

1. Presidential Evaluation

XX. RECONVENE TO OPEN SESSION

1. Closed session report (if any)

XXI. RECESS UNTIL 8:00 SATURDAY, DECEMBER 13, 2008 (If needed)

XXII. RECONVENE SATURDAY, DECEMBER 13, 2008

XXIII. ROLL CALL – TRUSTEES BROUGHTON, HAYDEN, MARMAN, MILLER, STEFAN AND STUDENT TRUSTEE HERNANDEZ

XXIV. DAY TWO

Continue Discussion from Friday, December 12, 2008

1. Institutional Planning
2. Board of Trustees Planning

XXV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
REGULAR BOARD MEETING
NORTH ANNEX 1
TUESDAY, NOVEMBER 18, 2008
MINUTES**

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

The meeting was called to order at 9:35 A.M. by Board Chair Miller, followed by the Pledge of Allegiance.

II. ROLL CALL

Trustees Becky Broughton, Charles Hayden, John Marman, Merle C. “Bud” Miller, and Bonnie Stefan were present. Student Trustee Lorraine Hernandez was not present for roll call but arrived shortly after.

II. AGENDA:

A. CONFIRMATION OF AGENDA:

A motion was made by Trustee Broughton, seconded by Trustee Stefan to approve the agenda as presented. The motion carried unanimously. Five (5) ayes.

IV. PUBLIC COMMENTS (All Items):

There were no requests to address the Board.

V. APPROVE THE MINUTES OF:

A motion was made by Trustee Marman, seconded by Trustee Hayden, to approve the minutes of the Regular meeting of October 17, 2008 as presented. The motion carried unanimously with 4 ayes, 1 abstention (Broughton).

VI. REPORTS

A. GOVERNING BOARD

Each of the Trustees provided a brief report on their activities since the last Board meeting.

Trustee Broughton:

- Homecoming
- East Valley Task Force & East Valley Grand Opening Committee meeting
- HallowGreen Potluck
- Sock Hop
- Phi Theta Kappa Chapter Induction
- Our Town by COD performers
- NCCF Symposium (summary provided)

Trustee Hayden:

- Sock Hop

Trustee Marman:

- College is for you – Lincoln School
- Homecoming
- Forum: Campus Q & A with the President
- West Valley Alumni Meeting
- COD Retired Faculty Luncheon

Trustee Stefan:

- Homecoming

Student Trustee Hernandez:

- Conference in San Diego – ASB Students
- Teleconference with other Student Trustees

Trustee Miller:

- Pre-Opening of Riviera Hotel
- Pinnacle Fund meeting on sustainability at Palm Springs High School
- Sustainable Community at Palm Springs City Hall
- HallowGreen

B. COLLEGE OF THE DESERT FOUNDATION

President Patton introduced the new Executive Director of the Foundation, Dr. Ralph Plumb, who gave a brief report. Dr. Plumb provided a copy of the Foundation's audited financial report to the Board members.

C. COLLEGE OF THE DESERT ALUMNI ASSOCIATION

Mr. Gene Marchu, Executive Director of the Alumni Association, was present and gave a brief report.

D. ACADEMIC SENATE

Dr. Doug MacIntire, Academic Senate President, was not able to be present.

E. FACULTY ASSOCIATION

Ms. Pat Keller, President of the Faculty Association, was present and gave a brief report.

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

Dr. Fergus Currie, President of CODAA, was present and gave a brief report.

G. CSEA

Ms. Mary Lisi, President of CSEA, was present and gave a brief report.

H. ASCOD

Michelle Shannon, ASCOD President, was present and gave a brief report.

VII. ADMINISTRATIVE REPORTS

President Patton reported briefly on the budget situation. He introduced Pam LiCalsi, who reported on a grant through the Department of Labor. Tim Holland, Director of Advanced Transportation and Technology and Energy Center is spearheading this effort and is working with an industry partner who is providing us a grant writer.

Dr. Diane Ramirez introduced Elise King, a College of the Desert Counselor, who reported on her Sabbatical. Dr. Ramirez updated the Board on several events: the Dean's Tea, Phi Theta Kappa and the annual High School Counselor's Conference.

William Kelly introduced Dean John Jaramillo, who gave an update on the Applied Science and Business Department.

Dr. Edwin Deas reported that the College participated in the state-wide Emergency Preparedness Program. He also reported that COD's Golf Center has entered a partnership with Taylor-Made, a pre-eminent supplier of golf clubs, etc. This Center will continue to be a lab for students and a service to our community.

VIII. CONSENT AGENDA

A motion was made by Trustee Hayden, seconded by Trustee Marman to approve the Consent agenda as presented. Motion carried unanimously with 5 ayes.

C. PRESIDENT

1. Ratify new members and new officers of the College of the Desert Foundation Board of Directors

D. HUMAN RESOURCES

1. Classified Appointment
2. Faculty Appointment
3. Leadership Job Description
4. College of the Desert Foundation Employee – Appointment
5. Volunteers
6. Hourly Personnel – Classified/Students/Tutors
7. Employment Agreements

E. ADMINISTRATIVE SERVICES

1. Approval of Warrant Lists
2. Payroll #4
3. Gifts/Donations to the District
4. To Approve or Ratify Out-of-State Travel

IX. ACTION AGENDA

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

1. None

B. BOARD OF TRUSTEES

1. Annual Organizational Meeting of Governing Board

A motion was made by Trustee Broughton, seconded by Trustee Hayden to set the annual organizational meeting as presented. Motion carried unanimously with 5 ayes.

C. PRESIDENT

1. New Board Policy 3715: Intellectual Property - Second Reading

A motion was made by Trustee Hayden, seconded by Trustee Marman to approve new Board Policy 3715 as presented. Motion carried unanimously with 5 ayes.

D. HUMAN RESOURCES

1. Approval of the 2009-2010 Holiday Schedule

A motion was made by Trustee Broughton, seconded by Trustee Stefan to approve the 2009-2010 Holiday Schedule as presented. Motion carried unanimously with 5 ayes.

2. Temporary Employee Contract Amendment & Declaring of an Emergency Hire

A motion was made by Trustee Hayden, seconded by Trustee Marman to approve the temporary employee contract amendment and declaring of an emergency hire as presented. Motion carried unanimously with 5 ayes.

D. INSTRUCTION

1. Ratify Grant Proposal

A motion was made by Trustee Stefan, seconded by Trustee Marman to approve the grant proposal as presented. Motion carried unanimously with 5 ayes.

2. New Board Policy 4070: Auditing and Auditing Fees – Second Reading

A motion was made by Trustee Hayden, seconded by Trustee Marman to approve new Board Policy 4070 as presented. Motion carried unanimously with 5 ayes.

3. Approval of 2009-2010 College of the Desert Academic Calendar

A motion was made by Trustee Hayden, seconded by Trustee Marman to approve the 2009-2010 Academic Calendar as presented. Motion carried unanimously with 5 ayes.

4. Approval of Curriculum Modifications for 2009-2010 Academic Year

A motion was made by Trustee Broughton, seconded by Trustee Stefan to approve the Curriculum Modifications for 2009-2010 as presented. Motion carried unanimously with 5 ayes.

5. Approval of Program Review Reports

A motion was made by Trustee Broughton, seconded by Trustee Stefan to approve the Program Review Reports as presented. Motion carried unanimously with 5 ayes.

E. ADMINISTRATIVE SERVICES:

1. Alumni Center Building Bid Award for Bid #B-285-0280-6900

A motion was made by Trustee Stefan, seconded by Trustee Hayden to approve the Alumni Center Building Bid Award as presented. Motion carried unanimously with 5 ayes.

2. Notice of Completion of Student Plaza (Aquatics Renovation)

A motion was made by Trustee Hayden, seconded by Trustee Stefan to accept the notice of completion of Student Plaza (Aquatics Renovation) as presented. Motion carried unanimously with 5 ayes.

3. Change Order #1 – Nibblelink Masonry General Construction – Central Plant Project

A motion was made by Trustee Hayden, seconded by Student Trustee Hernandez to approve Change Order #1 – Nibblelink Masonry General Construction – Central Plant Project as presented. Motion carried unanimously with 5 ayes.

4. Change Order #3 – K.A.R. Construction – Public Safety Academy Project

A motion was made by Trustee Stefan, seconded by Trustee Hayden to approve Change Order #3 – K.A.R. Construction – Public Safety Academy Project as presented. Motion carried unanimously with 5 ayes.

5. Change Order #3 – Jezowski & Markel Contractors – Site Concrete Work – Public Safety Academy Project

A motion was made by Trustee Broughton, seconded by Trustee Hayden to approve Change Order #3 – Jezowski & Markel Contractors – Site Concrete Work as presented. Motion carried unanimously with 5 ayes.

6. Change Order #2 – Whites Steel – Structural Steel – Public Safety Academy Project

A motion was made by Trustee Broughton, seconded by Trustee Stefan to approve Change Order #2 – White Steel – Structural Steel – Public Safety Academy as presented. Motion carried unanimously with 5 ayes.

7. Change Order #1 – Doug Wall Construction – Framing & Drywall – Public Safety Academy Project

A motion was made by Trustee Marman, seconded by Trustee Stefan to approve the Change Order #1 – Doug Wall Construction – Framing & Drywall – Public Safety Academy Project as presented. Motion carried unanimously with 5 ayes.

8. Change Order #1 – Continental Marble & Tile Co. – Ceramic Tile – Public Safety Academy Project

A motion was made by Trustee Broughton, seconded by Student Trustee Hernandez to approve Change Order #1 – Continental marble & Tile Co. – Ceramic Tile – Public Safety Academy Project as presented. Motion carried unanimously with 5 ayes.

9. Change Order #4 – Gould Electric, Inc. – Public Safety Academy Project
A motion was made by Trustee Stefan, seconded by Student Trustee Hernandez to approve Change Order #4 – Gould Electric, Inc. – Public Safety Academy Project as presented. Motion carried unanimously with 5 ayes.

10. Change Order #2 – Herman Weissker Inc. – Hydronic Piping – Infrastructure Phase 1 Project
A motion was made by Trustee Broughton, seconded by Trustee Stefan to approve Change Order #2 – Herman Wekssker Inc. – Hydronic Piping - Infrastructure as presented. Motion carried unanimously with 5 ayes.

11. Change Order #2 – Hazard Construction Co., Inc. – Infrastructure Phase 1 Project
A motion was made by Trustee Broughton, seconded by Trustee Stefan to approve Change Order #2 – Hazard Construction Co., Inc. – Infrastructure Phase 1 Project as presented. Motion carried unanimously with 5 ayes.

12. Change Order #2 – Quip Con, Inc., - Infrastructure Phase 1 Project
A motion was made by Trustee Broughton, seconded by Trustee Stefan to approve the temporary employee contract amendment and declaring of an emergency hire Change Order #2 – Quip Con, Inc., Infrastructure Phase 1 Project as presented. Motion carried unanimously with 5 ayes.

13. Change Order #1 – Brewster Electric – Infrastructure Phase 1 Project
A motion was made by Trustee Broughton, seconded by Trustee Marman to approve Change Order #1 – Brewster Electric – Infrastructure Phase 1 Project as presented. Motion carried unanimously with 5 ayes.

14. Receive the CCFS311 Annual Budget Report
A motion was made by Trustee Broughton, seconded by Trustee Stefan to receive the CCFS311 annual Budget Report as presented. Motion carried unanimously with 5 ayes.

15. Approve Board Resolution #179 – Third Party Administration Services Tax Sheltered Annuity 403(b) Plan
A motion was made by Trustee Stefan, seconded by Trustee Hayden to approve Board Resolution #179 – Third Party Administration Services Tax Sheltered Annuity 403(b) Plan as presented. A roll call vote was taken with all members voting aye. Motion carried.

16. Approve Board Resolution #180 – Elite Choice Governmental 457(b) Deferred Compensation Plan and the Elite Choice 403(b) Tax Sheltered Annuity Plan Change of Trustee/Custodian

A motion was made by Trustee Broughton, seconded by Trustee Stefan to approve Board Resolution #180 – Elite Choice Governmental 457(b) Deferred Compensation Plan and the Elite Choice 403(b) Tax Sheltered Annuity Plan Change of Trustee/Custodian as presented. A roll call vote was taken with all members voting aye. Motion carried.

17. Approve Board Resolution #181 – To Appoint Capital Bank & Trust Company as Custodian under the Elite Choice 403(b) Tax Sheltered Annuity Plan

A motion was made by Trustee Stefan, seconded by Trustee Hayden to approve Board Resolution #181 – To Appoint Capital Bank & Trust Company as Custodian under the Elite Choice 403(b) Tax Sheltered Annuity Plan as presented. A roll call vote was taken with all members voting aye. Motion carried.

18. Public Hearing 2008-2009 Final Budget

A public hearing was opened. No one addressed the Board. The Public Hearing was closed.

19. Adoption of the Fiscal Year 2008-2009 Final Budget

A motion was made by Trustee Stefan, seconded by Trustee Hayden to adopt the Fiscal Year 2008-2009 Final Budget. Dr. Edwin Deas provided information on the budget. Motion carried unanimously with 5 ayes.

X. ITEMS OF INFORMATION

A. Revised: 2210 Officers of the Board – First Reading

A motion was made by Trustee Broughton, seconded by Trustee Stefan to accept the revised Board Policy 2210: Officers of the Board for a First Reading.

Items #B through #P are presented for information only and each title was read aloud.

B. 2340 Agendas

C. 3250 Institutional Planning

D. 3720 Computer and Network Use

E. 4025 Philosophy and Criteria for Associates Degree and General Education

F. 4040 Library and Other Instructional Support Services

G. 4050 Articulation

H. 4100 Graduation Requirements for Degrees and Certificates

I. 4220 Standards of Scholarship

J. 4225 Course Repetition

K. 4230 Grading Symbols

L. 4235 Credit by Examination

M. 4250 Probation, Disqualification and Readmission

N. 4260 Pre-Requisites and Co-Requisites

O. 4300 Field Trips and Excursions

P. 4400 Community Services Program

XI. SUGGESTIONS FOR FUTURE AGENDAS

1. Update on the registration process and changes made
2. Accreditation update re: staff diversity
3. SB70 Grant
4. Information on the Osher Grant

XII. ADJOURN TO CLOSED SESSION

XIII. CLOSED SESSION:

1. **CONFERENCE WITH LABOR NEGOTIATOR**, Pursuant to Section 54957.6; labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Dr. John D. Randall
2. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
(Subdivision (a) of Government Code, Section 54956.9)
3. **PUBLIC EMPLOYEE/GOVERNMENT CODE SECTION 54957:**
Discipline/Dismissal/Release of a Public Employee
4. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Property: Parcel Numbers: 657230015, 657230025, 657230028, 669330015, 669330025, 669330029, 669330030, 657280015, 657280014, 657280016, 657280002, 657280002 and 6693300294.

Agency Negotiator: Dr. Edwin Deas

XIV. RECONVENE TO OPEN SESSION

No reportable action taken in closed session.

XV. ADJOURN

A motion was made by Trustee Broughton to adjourn. Meeting adjourned at 12:35 p.m.

By: John Marman, Clerk

Consent Agenda Items

December 12, 2008

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Human Resources

Communication No. *1

TOPIC: CLASSIFIED - INCREASE IN ASSIGNMENT HOURS

PROPOSAL

To ratify the increase in assignment hours for the following individual on the effective date indicated:

Gloria Viloría, Secretary, Academic Senate, from .48 FTE, 12 months, to .60 FTE, 12 months, effective November 1, 2008 - June 30, 2009.

BACKGROUND

Ms. Viloría is a 12-month employee whose assignment hours have been increased from 19 1/2 hours per week to 24 hours per week to perform additional work on Student Learning Outcomes (SLOs) working under supervision of the SLO coordinator.

In response to the Accrediting Commission's Report, it is important that our courses and programs have SLOs developed in preparation for our mid-term report to the Accrediting Commission in March and in preparation for our next self-study due in 2011.

BUDGET IMPLICATIONS

Ms. Viloría's salary is Row 7, Step B on the classified salary schedule. Her position is externally funded. Continued employment will be dependent upon available funding. The additional 4.5 hours per week over the period of this assignment will require an additional \$2,500.00 expenditure. Funds are presently available to cover the increase in assignment hours.

RECOMMENDATION

It is recommended that the increase in assignment hours for the above listed individual be ratified as presented.

Prepared by:

Dr. John Randall
Interim Vice President of Human Resources
and Employee Relations

Approved by:

Mr. Jerry Patton
President

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Human Resources

Communication No. *2

TOPIC: HOURLY PERSONNEL - CLASSIFIED/STUDENTS/TUTORS

PROPOSAL

To ratify the employment of the Classified Hourly Personnel and Students/Tutors as listed on the attachments.

BACKGROUND

Board policy requires the approval or ratification of all personnel appointments.

BUDGET IMPLICATIONS

The salaries of these individuals are budgeted as shown, unless specifically indicated as being funded by an outside source.

RECOMMENDATION

It is recommended that the listing of hourly personnel - classified/students/tutors be ratified as presented.

Prepared by:

Dr. John Randall
Interim Vice President of Human Resources
and Employee Relations

Approved by:

Mr. Jerry Patton
President

Funding Source: I = Internal; E = External

A. Short-Term/Substitutes

1. Kelly, Yolanda
Temporary/On-call Gallery Assistant, Social Sciences & Arts
\$13.19 per hour, not to exceed 19.5 hours per week or 100 calendar days
November 5, 2008
Funding source: E

B. Student Workers/Tutors

1. Cardenas, Angeles
Student Worker, Academic Skills Center
\$8.50 per hour, not to exceed 20 hours per week
November 6, 2008 - June 30, 2009
Funding source: 50 I; 50 E
2. Fox, Eموke
Tutor, Academic Skills Center
\$9.50 per hour, not to exceed 20 hours per week
November 3, 2008 - June 30, 2009
Funding source: E
3. Juarezpena, Brenda
Student Worker, Child Development Center/CalWORKS
\$8.50 per hour, not to exceed 20 hours per week
October 22, 2008 – June 30, 2009
Funding source: E
4. Kochalka, Ninfa
Student Worker, Child Development Center
\$8.50 per hour, not to exceed 20 hours per week
October 30, 2008 – June 30, 2009
Funding source: E
5. Lee, Deon
Student Worker, Physical Education/Athletics
\$8.50 per hour, not to exceed 10 hours per week
November 5, 2008 – May 15, 2009
Funding source: I
6. Alonso, Leon
Student Worker, Physical Education/Athletics
\$8.50 per hour, not to exceed 12 hours per week
December 1, 2008 – May 15, 2009
Funding source: I

7. Mijarez, Elena
Student Worker, Child Development Center/CalWORKS
\$8.50 per hour, not to exceed 20 hours per week
November 1, 2008 – June 30, 2009
Funding source: E
8. Oropeza, Anna
Student Worker, Academic Skills Center
\$8.50 per hour, not to exceed 20 hours per week
November 6, 2008 – June 30, 2009
Funding source: 50 I; 50 E
9. Rosas, Jorge
Student Worker, Child Development Center
\$8.50 per hour, not to exceed 15 hours per week
October 17, 2008 – June 30, 2009
Funding source: E
10. Sevilla, Robert
Student Worker, EOPS/CARE
\$8.50 per hour, not to exceed 15 hours per week
December 1, 2008 – June 30, 2009
Funding source: E
11. Tashima, Megumi
Student Worker, Child Development Center
\$8.50 per hour, not to exceed 20 hours per week
October 30, 2008 – June 30, 2009
Funding source: E
12. Tinsley, Philip
Student Worker, Physical Education/Athletics
\$8.50 per hour, not to exceed 10 hours per week
August 15, 2008 – May 15, 2009
Funding source: I
13. Volsky, Benjamin
Tutor, Academic Skills Center
\$9.50 per hour, not to exceed 20 hours per week
October 28, 2008 – June 30, 2009
Funding source: I/E

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Human Resources

Communication No. *3

TOPIC: EMPLOYMENT AGREEMENTS

PROPOSAL

To ratify the listing of employment agreements as provided.

BACKGROUND

In order to assure appropriate compliance with relevant state and Federal laws, the District is entering into employment agreements with individuals who provide particular kinds of services. Primarily these individuals will be serving as Community Education presenters or Contract Education instructors. There are also occasional agreements for specialized services which support a variety of programs within the District. In all cases, the length of service is governed by the term of the agreement and no permanency rights are attached.

BUDGET IMPLICATIONS

Funding for the various agreements are self-generating, externally funded, or provided for in the District's budget.

RECOMMENDATION

It is recommended that the listing of employment agreements be ratified as presented.

Prepared by:

Dr. John Randall
Interim Vice President of Human Resources
and Employee Relations

Approved by:

Mr. Jerry Patton
President

NAME	DESCRIPTION	POSITION	Terms of Employment Hours, etc.	Total Contract	Funding Source E=External I = Internal
Avila-Guilin, Esther	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Bamberg, Matthew	CTD/WpLRC	Deliver CTT training as lead or backup SME with Riverside County EDA	48 hours plus 2 hours prep per course max--\$75.00 per hour not to exceed 75 hours	Not to exceed \$5,625.00	E
Breindel, Priscilla	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Brown, Christa	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Carrillo, Nellie	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Clarkson, John	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Cuevas, Rufino	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Diaz, Jesusita	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Friedman, Wendy	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Gayle, Michael	IS & Ed Tech	To set up and ghost PCs and perform software upgrades	\$23.47/hour - 12/2/08 - 5/5/09; max 100 days	\$21,406.00	I
Jackson, Laurilee	Communic. Div.	Revise course outlines/SLO creation for RTV 001 and 002	9/1/08 - 12/31/08	\$212.35	I

Gullickson, Jan	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Halstead, Donna	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	
Janssen, Cindy	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Janusz, James	SSAR - Gallery	Photography as needed to record art exhibits	10/22/2008	\$600.00	E
Joos, Analisa	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Langella, Monica	Health Sci./ECE	Coordinate VN pinning ceremony, providing direction and guidance months prior and during ceremony on 5/21/09	9/2/08 - 5/21/09	\$600.00	I
Lalova, Zografka	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Lopez, Miguel	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Luyando, Sonia	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Luyando, Theresa	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Maag, Paul	Health Sci./ECE	To conduct Stress Reduction Techniques Workshop for Health Science students	11/18/08 - 12/1/08; \$50.00/hour, not to exceed 2 hours	\$100.00	E

McCartney, Amber	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
McClain, Barbara	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
McGraw, Ana	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Mendoza, Liisa	Communic. Div.	SLOs developed for ASL 1A, 1B, 1,2,3 & 4; meeting with SLO coordinator for all SLOs; revision of all SLOs listed above; revising course objectives and rewriting courses to match new SLOs	9/1/08 - 12/31/08; 40 hours at \$44.70 lab rate	\$1,788.00	E
Morena, Micheline	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Munroe, Carol	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Nelson, Chris	Student Services	To assist in the prep and submission of the Categorical Site Visit Report	\$70.00/hour--max 50 hours; 10/20/08 - 11/14/08	\$3,500.00	E
Nolan, Nancy	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
O'Neill, Michael	Student Services	To assist with development of the DSPS Categorical Program Review required for the Site Visit in spring 2009	10/1/08 - 11/10/08	\$3,000.00 upon completion of assignment	I
Oseguera, Gus	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Peredo, James	Ctr. For Train & Dev.	Attendance at SCR TTC "HVAC II-- Servicing HVAC Systems for Transit" Train the Trainer program	12/11/08; flat fee of \$100.00 for attendance; reimbursement of travel expenses	Not to exceed \$260.00	E

Perlman, Joanna	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Prince, Vicki	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Quintana, Lili	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Redman, Douglas	Ctr. For Train & Dev.	CTD/ATTEc--14 hour CNG Inspection Certification technical training for Burrtec employees 10/20-11/17/08	\$75.00/hour (not to exceed 14 hours)	Not to exceed \$1,050.00	E
Reyes, Marcelina	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Rizvanbegovic, Farida	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Rodriguez, Juanita	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Rose, Margaret	Health Sci./ECE	Coordinate RN pinning ceremony, providing direction and guidance months prior and during ceremony on 12/17/08	9/2/08 - 12/17/08	\$300.00	I
Russom, Dianne	Health Sci./ECE	Review ECE course 45A outline for accuracy	10/1/08 - 10/31/08	\$80.00	I
Ryterband, Astrid	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Salmeron, Maria	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E

Santucci, Allyson	Ctr. For Train & Dev.	CTD--coordinate the delivery of Contract & Community Educ. classes; oversee online registration process for Community Educ.; assist in marketing Community Educ. classes; assist in process improvement for Contract Educ.; develop spring Community Educ. schedule	11/1/08 - 6/30/09; \$25.00 per hour, not to exceed 50 hours per month	Not to exceed \$10,000.00	I
Sasa, Miyuki	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Shaeps, Lynda	Social Sciences & Arts	Design hair and makeup for MUS 37; work with students for rehearsals and performances	11/7/08 - 11/16/08	\$600.00	E
Stern, Kerry	Instruction	Interim Director of Library	1/26/09 - 5/27/09; period of 4 months @ \$7,200.00/month	\$28,800.00	I
Torres, Guadalupe	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Underwood, Bente	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Vaglienty, Doris	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Williamson, Ronald	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Wolf, Michael	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E
Zepeda, Magdalena	Communic. ESLN	Basic Skills Grant--Rev. 16-wk. course schedule; review CASAS competencies; create library of teaching resources;create & revise test banks & final exams	\$40.00/hour - 10/24/08	\$80.00 max total	E

TOTALS:

\$80,961.35

HOURLY CONTRACTS:

Murphy, Daryl	Student Services	Support of technology team and director directives for High Tech Ctr. and DSPS computer and software needs; orient & train replacement for Instruct. Computer Support Spec.; create drafts of protocols & specs for software, network systems, servers of High Tech Center and DSPS office computing systems	11/17/08 - 6/30/09--not to exceed 600 hours	\$50.00/hour	E

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Administrative Services

Communication No. 1*

TOPIC: Approval of Warrant Lists

PROPOSAL

That the Board of Trustees ratify the warrant lists as presented.

BACKGROUND

Board action is required to ratify District warrants.

BUDGET IMPLICATIONS

These expenditures are in conformance with the District budget.

RECOMMENDATION

The President recommends the Board of Trustees accept the attached warrant lists in the amount of \$4,031,869.48.

Prepared by:

Dr. Edwin Deas
Vice President, Administrative Services

Approved by:

Jerry R. Patton
President

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Administrative Services

Communication No. 2*

TOPIC: Payroll #5

PROPOSAL

To approve the payroll as presented.

BACKGROUND

Board action is required to approve the District payroll.

BUDGET IMPLICATIONS

These expenditures are in conformance with the District budget.

RECOMMENDATION

The President recommends the Board of Trustees accept Payroll #5 in the amount of \$3,162,279.18 as follows:

Certificated:	\$2,059,682.81
Classified:	<u>\$1,102,596.37</u>
TOTAL:	<u>\$3,162,279.18</u>

Prepared by:

Dr. Edwin Deas
Vice President, Administrative Services

Approved by:

Jerry R. Patton
President

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Administrative Services

Communication No. 3*

TOPIC: Gifts/Donations to the District

PROPOSAL

To accept donations to the District.

BACKGROUND

Throughout the year various departments receive donations of equipment or supplies from various sources. The most recent donation is 26 flats of annual color plants donated to the Applied Science/Business Division by All Color Growers, Bermuda Dunes, CA. They will be planted by the Plant Science students as part of instruction.

BUDGET IMPLICATIONS

None.

RECOMMENDATION

The President recommends the Board of Trustees accept these donations to the District.

Prepared by:

Dr. Edwin Deas
Vice President, Administrative Services

Approved by:

Jerry R. Patton
President

Donations

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Administrative Services

Communication No. 4*

TOPIC: Approval of Contracts

PROPOSAL

To approve and ratify contracts.

BACKGROUND

Each month the Business Office submits 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 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.

BUDGET IMPLICATIONS

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

RECOMMENDATION

The President recommends that the Board of Trustees approve/ratify the contracts presented.

Prepared by:

Dr. Edwin Deas
Vice President, Administrative Services

Approved by:

Jerry R. Patton
President

**Board of Trustees Meeting
December 12, 2008
LIST OF CONTRACTS/AGREEMENTS**

Center for Training and Development (CTD) Agreements

Mt. San Jacinto Community College District

This agreement is to provide Construction Talent Transfer Training that will serve 100 laid-off residential construction workers to bridge the skill gap from residential construction to work in jobs for infrastructure/commercial construction projects in support of the State bond measures. Funds are provided by a grant from the EDA and administered through the Center for Training and Development. This MOU extends through June 30, 2009.

Mission Hills Country Club

This agreement is to provide Microsoft Excel Training for a fee of \$1,650.00.

Burrtec

This agreement is to provide CNG Tank Inspection Certification for a fee of \$5,800.00.

Servando Gereau

This agreement is to design and provide training materials for workshops for the Construction Talent Transfer training through the EDA grant in a total amount not to exceed \$2,400.00.

J. N. Stoop Associates

This agreement is to provide technical writing and design assistance for WPLRC subject matter experts to deliver training and for publishing curriculum to other WPLRC Initiative Centers. The total amount of the agreement is not to exceed \$4,500.00.

Laura Vergeront

This agreement is to provide OSHA Certification Training for the Construction Talent Transfer program through the EDA grant in a total amount not to exceed \$1,750.00.

Business Training & Consulting Services

This addendum to the agreement is to assist in the marketing plan of the Center for Training and Development in the amount of \$10,000.00, bringing the total contract amount to \$25,000.00 and ending December 2008.

International Education Agreements

The following agreements are entered into for the recruiting of students from foreign countries into the College of the Desert International Education Programs as follows:

HOPE 2000 Education	Indonesia
D & S International Ltd.	China/Taiwan
ECHO International Language	Taiwan/China
Yen-Shou Intl. Company	Taiwan/China
Silkway Overseas Ed. Ctr.	Hong Kong
WISH Intl., Inc.	Japan
Guangzhou Overseas	
Chinese Service Ctr.	China
Future Educational Consult.	Indonesia

Fees payable are:

- One-time marketing fee of \$700.00 for each student recruited
- \$600.00 for each student who enrolls in the Intensive English Academy 16 week program.
- \$300.00 for each student who enrolls in the Intensive English Academy 8 week program.
- \$700.00 for each student who enrolled in the Intensive English Academy who then enrolls in College of the Desert.

Referral and Enrollment of 3 – 5 students \$1000

Referral and Enrollment of 6 – 9 students \$2000

Referral and Enrollment of 10 or more \$3000

General Agreements

Bill Schinsky

This agreement is for Mr. Schinsky to be guest curator for the Walter N. Marks Center for the Arts during the COD 50th Exhibition in the amount of \$3,000.00 through December 19, 2008.

Cal-Works Agreements

Mathis Brothers

This agreement is for Cal-Works student, Kari Stickney, employment through June 30, 2009 in an amount not to exceed \$3,450.00

Upward Bound Agreements

Leo Chung

This agreement is for Mr. Chung to act as Interim Upward Coordinator for the period September 20, 2008 through December 13, 2008 for a total sum of \$2,040.00

Bond Funded Agreements

Prowest Constructors

This agreement is for construction costs estimating for the renovation of the existing Nursing Building in an amount not to exceed \$14,500.00.

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Administrative Services

Communication No. 5*

TOPIC: To Approve or Ratify Out-of-State/Country Travel

PROPOSAL

1. Instruction – To approve Out-of-State Travel for Ms. Anna Reber-Frantz, Health Sciences/Early Childhood Education Division, to attend Mosby’s Faculty Development Institute in Orlando, FL, on January 4-7, 2009.

BACKGROUND

1. Attending the conference will provide current information about national trends in nursing education that impact critical thinking, testing, assessment and evaluation of students.

BUDGET IMPLICATIONS

1. Ms. Reber-Frantz is requesting \$800.00 from Faculty Development. The remainder will be paid by a Cap B grant.

RECOMMENDATION

It is recommended that the Board of Trustees approve or ratify the out-of-state/country travel requests for the individuals listed.

Prepared by:

Dr. Edwin Deas
Vice President, Administrative Services

Approved by:

Jerry R. Patton
President

Action Agenda Items

December 12, 2008

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area President

Communication No. 1

TOPIC: Revised Board Policy 2210: Officers of the Board - Second Reading

PROPOSAL

The President of the Desert Community College District has requested the approval of a revised board policy regarding Officers of the Board.

BACKGROUND

In order to promote the efficiency of the Board, and in order to ensure compliance with the Brown Act, a Board policy regarding Officers of the Board is being revised.

Pursuant to Board Policy 2410, the President submits this Board Policy for a Second Reading.

BUDGET IMPLICATIONS

None.

RECOMMENDATION

It is recommended that the Board of Trustees approves this revised Board Policy.

Prepared and Approved by:

Jerry R. Patton
President

DESERT COMMUNITY COLLEGE DISTRICT**OFFICERS OF THE BOARD**

At the annual organizational meeting, the Board shall elect from among its members a Chair, Vice-Chair, and Clerk of the Board. The term of these officers shall be for one year.

The duties of the Chair of the Board are:

- Preside over all meetings of the Board
- Call emergency and special meetings of the Board as required by law
- Consult with the President on Board meeting agendas
- Appoint all committees unless otherwise directed by the Board
- Shall have the right, as other members, to offer resolutions, make motions, discuss questions, and vote thereon
- Sign official District documents that require the signature of the office
- Communicate with individual Board members about their responsibilities
- Participate in the orientation process for new Board members
- Assure Board compliance with policies on Board education, self-evaluation, and President's evaluation
- Represent the Board at official events or ensure Board representation.

The duties of the Vice-Chair of the Board are:

- Preside at meetings of the Board in the absence of the Chair
- Call special meetings of the Board in the absence of the Chair
- Call special meetings of the Board upon the request of two or more members
- Sign official District documents in the absence of the Clerk

The duties of the Clerk of the Board are:

- Preside at meetings of the Board in the absence of the Chair and Vice-Chair
- Call special meetings of the Board in the absence of the Chair or Vice-Chair
- Call special meetings of the Board upon the request of two or more members
- Attest to reports and documents requiring the signature of the Clerk

The President shall act as Secretary to the Board. The duties of the Secretary to the Board are:

- Attend all Board meetings
Make physical arrangements
Record Board decisions
Prepare, check, and distribute minutes in advance of the next meeting.
Maintain properly authenticated official copy of the minutes and one additional copy in the files of the District
Maintain official record of policies of the Board
Advise the Board of pertinent provisions of the Education Code concerning its responsibilities
- Prepare for Board meetings
Prepare the agenda
Call to the Board's attention legal matters
Draft policy motions for the Board's approval
- Handle correspondence
Open all non-confidential mail addressed to the Board or its officers
Manage routine correspondence directly
Deal with other correspondence as follows:
 - Draft replies in advance, when possible, for Board consideration.
 - Write to those persons with whom the Board wishes direct contact, as in requesting or expressing appreciation for services.
- Maintain Board's reference files, and see that all documents required by law are open for public inspection.
- Supervise the Board's publicity.
- Arrange and supervise District elections in accordance with the law.

The Board has a succession plan ~~official system of rotating officers~~. The offices include; Chair, Vice Chair and Clerk. Upon the end of term of the Chair, the Vice Chair becomes Chair, the Clerk becomes Vice Chair and the next member-at-large becomes Clerk. The exiting Chair and New Board members will be placed at the end of the rotation.

Reference: Education Code Section 72000

Approval Date: 7-19-07

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Human Resources

Communication No. 1

TOPIC: APPROVAL OF THE 2009-2010 HOLIDAY SCHEDULE - CORRECTION

PROPOSAL

That the Board of Trustees approves the corrected 2009-2010 College of the Desert list of holidays for the College Calendar for the 2009-2010 fiscal year as attached.

BACKGROUND

All legal holidays are designated in accordance with Education Code Sections 88205 and 79020. A correction was made to the Independence Day holiday observed in July, 2009 due to the summer 4/40 work schedule.

BUDGET IMPLICATIONS

These holidays are provided for by Education Code, classified collective bargaining agreement and Leadership Handbook. The campus-wide closing will be December 24, 2009 – January 1, 2010. The seven workdays during this time will be covered with five Local/Legal holidays and the use of two mandatory vacation days.

RECOMMENDATION

It is recommended that the Board of Trustees approves the attached list of holidays for the College Calendar for the 2009-2010 fiscal year as presented.

Prepared by:

Dr. John Randall
Interim Vice President of Human Resources
and Employee Relations

Approved by:

Mr. Jerry Patton
President



COLLEGE OF THE DESERT
2009 - 2010 Holiday Schedule

TO: All College of the Desert Staff
FROM: Dr. John Randall, Interim Vice President of Human Resources and
Employee Relations
DATE: October 31, 2008
SUBJECT: 2009 - 2010 Holiday Schedule

The following represents the schedule of holidays for the classified staff for the 2009-2010 fiscal year.

			<u>LEGAL</u>	<u>LOCAL</u>
July 2, 2009	(Thursday)	Independence Day (Observed)	1	
September 7, 2009	(Monday)	Labor Day	1	
November 11, 2009	(Wednesday)	Veteran's Day	1	
November 26, 2009	(Thursday)	Thanksgiving	1	
November 27, 2009	(Friday)	Local Holiday		1
December 24, 2009	(Thursday)	Winter Break Holiday		1
December 25, 2009	(Friday)	Christmas Day	1	
December 28, 2009	(Monday)	In Lieu of Admission Day	1	
December 29, 2009	(Tuesday)	Native American Day		1
December 30, 2009	(Wednesday)	Mandatory Vacation Day		
December 31, 2009	(Thursday)	Mandatory Vacation Day		
January 1, 2010	(Friday)	New Year's Day	1	
January 18, 2010	(Monday)	Martin Luther King Day	1	
February 12, 2010	(Friday)	Lincoln Day	1	
February 15, 2010	(Monday)	Washington Day (Observed)	1	

April 2, 2010	(Friday)	Spring Holiday		1
May 31, 2010	(Monday)	Memorial Day	1	
			<u>11</u>	<u>4</u>

All legal holidays are designated in accordance with Education Code Sections 88205 and 79020

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Administrative Services

Communication No. 1

TOPIC: Alumni Center Building Bid Award for Bid #B-285-0280-6900

PROPOSAL

That the Board of Trustees ratify the award of a contract for the construction of the Alumni Center Building under Bid #B-285-0280-6900.

BACKGROUND

At the Board of Trustees November 18, 2008 Meeting, Board of Trustees authorized the District to award a contract for the construction of the Alumni Association Building. The bid results are attached and the contract has been awarded to Doug Wall Construction in the amount of \$1,983,000.00.

BUDGET IMPLICATIONS

This project is funded by Measure B Bond proceeds.

RECOMMENDATION

The President recommends that the Board of Trustees ratify the award of a contract to Doug Wall Construction for the construction of the Alumni Association Building in the amount of \$1,983,000.00.

Prepared by:

Dr. Edwin Deas
Vice President, Administrative Services

Approved by:

Jerry R. Patton
President

Alumni Association Buidling	
	TOTAL BASE BID
RDP/SCI	\$ 1,990,000.00
Schafer Construction	\$ 2,261,700.00
Avi-Con Inc	\$ 2,173,000.00
Tovey/Schultz Construction	\$ 2,155,000.00
The Richardson Group	\$ 2,339,302.00
HCH Constructors	\$ 2,097,000.00
Construct I Corp	\$ 2,188,711.00
4 Con Engineering	\$ 2,966,000.00
Paul Miller Construction	\$ 2,075,000.00
Doug Wall Construction	\$ 1,983,000.00
WB Allen Construction	\$ 2,400,000.00
JD Diffenbaugh	\$ 2,335,000.00
Apparent Low Bidder(s):	
Doug Wall Construction	\$1,983,000.00

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Administrative Services

Communication No. 2

TOPIC: Change Order #1 - Nursing/Health Sciences Building - E & R Glass Contractors

PROPOSAL

That the Board of Trustees approves Change Order #1 to the contract with E & R Glass Contractors for the Nursing/Health Sciences Building.

BACKGROUND

This change order is necessary to replace mirror glass in the tech room and make corrections to the break metal at the coiling door in the amount of \$2,766.00. The original contract amount is \$129,730.00; the new contract amount is \$132,496.00.

BUDGET IMPLICATIONS

This project is funded by Measure B Bond proceeds and remains within budget.

RECOMMENDATION

The President recommends that the Board of Trustees approve Change Order #1 to the contract with E & R Glass Contractors in the amount of \$2,766.009; amending the contract amount to \$132,496.00.

Prepared by:

Dr. Edwin Deas
Vice President, Administrative Services

Approved by:

Jerry R. Patton
President

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Administrative Services

Communication No. 3

TOPIC: Change Order #4 - Nursing/Health Sciences Building - Inland Building Construction

PROPOSAL

That the Board of Trustees approves Change Order #4 to the contract with Inland Building Construction for the Nursing/Health Sciences Building.

BACKGROUND

This change order is necessary to make corrections to provide proper drainage in the area of the North Ring Road adjacent to the Nursing parking lot as well as some asphalt patching in the amount of \$16,118.54. The agreement will be amended from \$781,326.81 to \$797,445.35.

BUDGET IMPLICATIONS

This project is funded by Measure B Bond proceeds and remains within budget.

RECOMMENDATION

The President recommends that the Board of Trustees approve Change Order #4 in the amount of \$16,118.54 to the contract with Inland Building Construction amending the contract amount to \$797,445.35.

Prepared by:

Dr. Edwin Deas
Vice President, Administrative Services

Approved by:

Jerry R. Patton
President

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Administrative Services

Communication No. 4

TOPIC: Quarterly Financial Report 2008-2009

PROPOSAL

That the Board of Trustees receive the Quarterly Financial Report.

BACKGROUND

Attached please find the Quarterly Financial Report for the 1st quarter ending September 30, 2008 which is presented for the opportunity to be discussed and entered into the minutes of the meeting. This report is certified with the California Community College Chancellor's Office.

BUDGET IMPLICATIONS

None.

RECOMMENDATION

The President recommends the Board of Trustees receive the District's first quarterly financial report for 2008-2009.

Prepared by:

Dr. Edwin Deas
Vice President, Administrative Services

Approved by:

Jerry R. Patton
President

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2008-2009

Quarter Ended: (Q1) Sep 30, 2008

District: (930) DESERT

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2005-06	Actual 2006-07	Actual 2007-08	Projected 2008-2009
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	33,749,066	38,939,740	40,198,261	41,289,256
A.2	Other Financing Sources (Object 8900)	-627,097	-585,725	-578,858	-658,555
A.3	Total Unrestricted Revenue (A.1 + A.2)	33,121,969	38,354,015	39,619,403	40,630,701
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	32,026,370	35,498,697	38,251,786	41,335,616
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,230,000	490,000	3,000,000	468,694
B.3	Total Unrestricted Expenditures (B.1 + B.2)	34,256,370	35,988,697	41,251,786	41,804,310
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-1,134,401	2,365,318	-1,632,383	-1,173,609
D.	Fund Balance, Beginning	4,935,150	3,800,749	6,166,067	4,533,684
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	4,935,150	3,800,749	6,166,067	4,533,684
E.	Fund Balance, Ending (C. + D.2)	3,800,749	6,166,067	4,533,684	3,360,075
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.1%	17.1%	11%	8%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	7,578	7,562	8,118	8,605
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	As of the specified quarter ended for each fiscal year			
		2005-06	2006-07	2007-08	2008-2009
H.1	Cash, excluding borrowed funds			9,296,211	10,586,996
H.2	Cash, borrowed funds only			0	0
H.3	Total Cash (H.1 + H.2)	5,249,922	6,028,197	9,296,211	10,586,996

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	41,289,256	41,289,256	3,477,331	8.4%
I.2	Other Financing Sources (Object 8900)	-658,555	-658,555	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	40,630,701	40,630,701	3,477,331	8.6%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	41,335,616	41,335,616	8,399,860	20.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	468,694	468,694	0	468,694
J.3	Total Unrestricted Expenditures (J.1 + J.2)	41,804,310	41,804,310	8,399,860	20.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-1,173,609	-1,173,609	-4,922,529	
L.	Adjusted Fund Balance, Beginning	4,533,684	4,533,684	4,533,684	
L.1	Fund Balance, Ending (C. + L.2)	3,360,075	3,360,075	-388,845	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	8%	8%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Permanent		Academic		Temporary		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:										
Year 1:										
Year 2:										
Year 3:										
b. BENEFITS:										
Year 1:										
Year 2:										
Year 3:										

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPS, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**
 This year? **NO**
 Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

CERTIFY QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2008-2009

Quarter Ended: (Q1) Sep 30, 2008

District: (930) DESERT

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Dr. Edwin Deas

CBO Phone: 760-773-2592

CBO Signature:

Date Signed:

Chief Executive Officer Name: Jerry R. Patton

CEO Signature:

Date Signed:

Electronic Cert Date: 11/21/2008

District Contact Person

Name: Wade W. Ellis, CPA *WWE*

Title: Director, Fiscal Services

Telephone: 760-773-2513

Fax: 760-341-8678

E-Mail: wellis@collegeofthedesert.edu

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511
Send questions to Kuldeep Kaur, (916) 327-6818 kkaur@cccco.edu
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Administrative Services

Communication No. 5

TOPIC: Budget Transfers

PROPOSAL

That the Board of Trustees approve budget transfers.

BACKGROUND

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

BUDGET IMPLICATIONS

None.

RECOMMENDATION

The President recommends the Board of Trustees approve the budget transfers.

Prepared by:

Dr. Edwin Deas
Vice President, Administrative Services

Approved by:

Jerry R. Patton
President

BUDGET TRANSFERS 2007 - 2008

Transferred 11/25/08

Undistributed Reserve

FROM:

TO:

General Fund - Unrestricted

4500	Non-Instructional Supplies	5890	Other Services (Safety)	40,000.00
4500	Non-Instructional Supplies	6120	Site Improvement (Safety)	10,000.00
4500	Non-Instructional Supplies	5300	Dues & Membership (Transfer Center)	50.00
5600	Rents, Leases & Repairs	4300	Instructional Supplies (Applied Science)	2,000.00
4500	Non-Instructional Supplies	6400	Equipment (Communication)	175.00
4300	Instructional Supplies	6400	Equipment (Communication)	260.00
4500	Non-Instructional Supplies	5300	Dues & Membership (HPER)	425.00
4500	Non-Instructional Supplies	6400	Equipment (PE)	207.00
2117	Full Time Supervisor	5100	Contracts & Personal Service (CTD)	15,000.00

General Fund - Restricted

Staff Development

4500	Non-Instructional Supplies	5220	Conferences	600.00
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Student Life

5220	Conferences	4500	Non-Instructional Supplies	5,000.00
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DSP&S

2190	Non-inst Salaries Reg Unspecified	4500	Non-Instructional Supplies	5,000.00
2190	Non-inst Salaries Reg Unspecified	5220	Conferences	5,000.00

ACES

4500	Non-Instructional Supplies	5220	Conferences	1,500.00
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CARE

5890	Other Services	7600	Other Student Aid	29.00
2110		7600	Other Student Aid	31.00

EOPS

5890	Other Services	7600	Other Student Aid	3,018.00
5890	Other Services	3430	Employee Benefits	116.00
2110		7600	Other Student Aid	40.00

Basic Skills

5890	Other Services	4700	Food Service	1,350.00
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ECE

6400	Equipment	4500	Non-Instructional Supplies	20,000.00
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<u>SSAR</u>				
4500	Non-Instructional Supplies	5630	Rents & Leases	225.00
 <u>CTD</u>				
5890	Other Services	4300	Instructional Supplies	1,000.00
5890	Other Services	4500	Non-Instructional Supplies	1,000.00
 <u>FUND 33</u>				
5890	Other Services	4500	Non-Instructional Supplies	4,000.00

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Administrative Services

Communication No. 6

TOPIC: Resolution #182 for Budget Adjustments

PROPOSAL

That the Board of Trustees approve Resolution #182 for Budget Adjustments.

BACKGROUND

The Resolution is the process used for making additions or changes to the budget and financial transactions for the District. In order to properly account for the receipt of additional funds or transfer of funds from one account to another, we are required to keep the Board informed as well as receive Board approval for the receipt and budgeting of those funds. This agenda item covers the following additional revenue and budget adjustments:

Fund 12 – General Fund – Restricted

747 – National Science Foundation STEM Scholarships - \$(576,420) represents budget for years Two through Five that will be received in future years. The reduction in budget leaves only year one funding of \$7,780 for this grant.

902 – Center for Training and Development - \$52,986 represents the adjustment by the State in the allocation of these funds for our District.

545 – DSPS - \$50,247 represents the adjustment by the State in the allocation of these funds for our District.

540 Matriculation Credit - \$38,112 represents the adjustment by the State in the allocation of these funds for our District.

541 Matriculation Non Credit - \$14,707 represents the adjustment by the State in the allocation of these funds for our District.

488 Cal WORKS - \$30,390 represents the adjustment by the State in the allocation of these funds for our District.

487 TANF Project - \$13,668 represents the adjustment by the State in the allocation of these funds for our District.

711 Governor Career Technical Education Initiative - \$168,210 represents the allocation by the State for our District.

535 Articulation - \$1,000 represents the adjustment by the State in the allocation of these funds for our District.

526 Board Financial Assistance Program (BFAP) - \$28,855 represents the adjustment by the State in the allocation of these funds for our District.

BUDGET IMPLICATIONS

Fund 12- Income	\$178,245	Expenditures:	
		Certificated Salaries	\$ 300
		Classified Salaries	54,986
		Fixed Charges	5,075
		Supplies	138,273
		Contractual Services	32,894
		Fixed Assets	42,602
		Other Outgo	<u>(452,375)</u>
		Total	(\$178,245)

RECOMMENDATION

The President recommends the Board of Trustees approve Resolution #182 for Budget Adjustments in the amount of \$178,245.

Prepared by: _____
Dr. Edwin Deas
Vice President, Administrative Services

Approved by: _____
Jerry R. Patton
President

RIVERSIDE COUNTY OFFICE OF EDUCATION
COMMUNITY COLLEGE DISTRICTS
RESOLUTION #182 FOR BUDGET ADJUSTMENTS

WHEREAS the governing board of the Desert Community College District has determined that income in the amount of \$178,245 is assured to said District in a different amount than previously budgeted, as is reflected on the attached page (agenda item):

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

NOW THEREFORE BE IT RESOLVED such funds to be appropriated according to the schedule on the attached page.

This is an exact copy of Resolution
adopted by the governing board at the
regular meeting on December 12, 2008

Secretary, Board of Trustees or
Authorized Agent of the Board

Resolution for Budget Adjustments

STEMS Scholarships

Fund	School	Resource	PY	Goal	Function	Object	Adopted Budget	New	Revised Budget	Income
12	747	101	0	6010	0	1430	44,750	(38,750)	6,000	-
12	747	101	0	6010	0	2122	16,000	(16,000)	-	-
12	747	101	0	6010	0	3130	3,692	(2,912)	780	-
12	747	101	0	6010	0	3320	992	(992)	-	-
12	747	101	0	6010	0	3325	232	(232)	-	-
12	747	101	0	6010	0	3335	649	(649)	-	-
12	747	101	0	6010	0	3520	8	(8)	-	-
12	747	101	0	6010	0	3530	22	(22)	-	-
12	747	101	0	6010	0	3620	348	(348)	-	-
12	747	101	0	6010	0	3630	972	(972)	-	-
12	747	101	0	6010	0	4500	2,550	(1,550)	1,000	-
12	747	101	0	6010	0	5220	5,000	(5,000)	-	-
12	747	101	0	6010	0	5890	985	(985)	-	-
12	747	101	0	7320	0	7600	508,000	(508,000)	-	-
12	747	101	0	6010	0	8890	-	-	-	(576,420)

Center for Training and Development

Fund	School	Resource	PY	Goal	Function	Object	Adopted Budget	New	Revised Budget	Income
12	902	101	0	7010	1	2190	-	6,500	6,500	-
12	902	101	0	7010	1	3451	-	845	845	-
12	902	101	0	7010	1	4300	5,000	(3,000)	2,000	-
12	902	101	0	7010	1	5100	5,000	(3,000)	2,000	-
12	902	101	0	7010	1	5740	900	-	900	-
12	902	101	0	7010	1	5890	566	-	566	-
12	902	101	0	7010	1	6400	5,000	-	5,000	-
12	902	101	0	7010	1	7910	29,066	13,294	42,360	-
12	902	101	0	7010	1	8890	-	-	-	14,639
12	902	101	0	7010	2	1490	2,500	-	2,500	-
12	902	101	0	7010	2	2190	3,500	1,000	4,500	-
12	902	101	0	7010	2	3130	206	-	206	-
12	902	101	0	7010	2	3320	217	(98)	119	-
12	902	101	0	7010	2	3325	51	(51)	-	-
12	902	101	0	7010	2	3335	36	(36)	-	-
12	902	101	0	7010	2	3420	37	(37)	-	-
12	902	101	0	7010	2	3430	30	(30)	-	-
12	902	101	0	7010	2	3451	-	910	910	-
12	902	101	0	7010	2	3520	2	(2)	-	-
12	902	101	0	7010	2	3530	1	(1)	-	-
12	902	101	0	7010	2	3620	76	(76)	-	-
12	902	101	0	7010	2	3630	54	(54)	-	-
12	902	101	0	7010	2	4200	2,500	-	2,500	-
12	902	101	0	7010	2	4300	1,000	-	1,000	-
12	902	101	0	7010	2	4500	2,000	-	2,000	-

12	902	101	0	7010	2	4555	1,000	-	1,000	-
12	902	101	0	7010	2	4700	3,000	-	3,000	-
12	902	101	0	7010	2	5100	5,000	(5,000)	-	-
12	902	101	0	7010	2	5210	2,000	(1,500)	500	-
12	902	101	0	7010	2	5220	3,000	(2,000)	1,000	-
12	902	101	0	7010	2	5300	2,000	-	2,000	-
12	902	101	0	7010	2	5500	3,000	-	3,000	-
12	902	101	0	7010	2	5520	10,000	-	10,000	-
12	902	101	0	7010	2	5570	4,600	-	4,600	-
12	902	101	0	7010	2	5590	5,000	-	5,000	-
12	902	101	0	7010	2	5620	10,000	(8,000)	2,000	-
12	902	101	0	7010	2	5646	300	-	300	-
12	902	101	0	7010	2	5740	3,000	(3,000)	-	-
12	902	101	0	7010	2	5890	655	(655)	-	-
12	902	101	0	7010	2	6400	9,671	(4,671)	5,000	-
12	902	101	0	7010	2	7910	-	5,848	5,848	-
12	902	101	0	7010	2	8890	-	-	-	(17,453)
12	902	101	0	7010	7	1490	-	1,050	1,050	-
12	902	101	0	7010	7	2190	-	8,451	8,451	-
12	902	101	0	7010	7	3130	-	136	136	-
12	902	101	0	7010	7	3335	-	930	930	-
12	902	101	0	7010	7	4300	2,100	2,775	4,875	-
12	902	101	0	7010	7	4555	-	75	75	-
12	902	101	0	7010	7	4700	900	(900)	-	-
12	902	101	0	7010	7	5620	4,690	4,800	9,490	-
12	902	101	0	7010	7	5740	-	1,000	1,000	-
12	902	101	0	7010	7	6400	5,000	-	5,000	-
12	902	101	0	7010	7	7910	-	37,483	37,483	-
12	902	101	0	7010	7	7920	14,741	-	14,741	-
12	902	101	0	7010	7	8890	-	-	-	55,800
										52,986

DSPS

Fund	School	Resource	PY	Goal	Function	Object	Adopted Budget	New	Revised Budget	Income
12	545	101	0	4930	3000	1110	52,329	-	52,329	-
12	545	101	0	6420	0	1210	36,846	-	36,846	-
12	545	101	0	6420	200	1210	79,960	-	79,960	-
12	545	101	0	4930	3200	1330	42,711	-	42,711	-
12	545	101	0	4930	3200	1430	25,000	-	25,000	-
12	545	101	0	6420	0	2110	42,606	-	42,606	-
12	545	101	0	6420	0	2111	25,337	-	25,337	-
12	545	101	0	6420	0	2112	30,404	-	30,404	-
12	545	101	0	6420	100	2112	24,520	-	24,520	-
12	545	101	0	6420	0	2190	151,804	-	151,804	-
12	545	101	0	4930	0	2220	18,834	-	18,834	-
12	545	101	0	6420	0	2301	8,500	-	8,500	-
12	545	101	0	6420	0	2304	19,000	-	19,000	-
12	545	101	0	4930	3000	3110	4,317	-	4,317	-
12	545	101	0	4930	3200	3110	3,524	-	3,524	-
12	545	101	0	4930	3200	3130	2,063	-	2,063	-

12	545	101	0	6420	0	3130	3,040	-	3,040	-
12	545	101	0	6420	200	3130	6,597	-	6,597	-
12	545	101	0	6420	0	3220	9,272	-	9,272	-
12	545	101	0	6420	100	3220	2,312	-	2,312	-
12	545	101	0	4930	0	3310	1,168	-	1,168	-
12	545	101	0	4930	0	3315	273	-	273	-
12	545	101	0	4930	3000	3315	759	-	759	-
12	545	101	0	4930	3200	3315	619	-	619	-
12	545	101	0	6420	0	3320	16,687	-	16,687	-
12	545	101	0	6420	100	3320	1,520	-	1,520	-
12	545	101	0	6420	0	3325	3,903	-	3,903	-
12	545	101	0	6420	100	3325	356	-	356	-
12	545	101	0	4930	3200	3335	363	-	363	-
12	545	101	0	6420	0	3335	534	-	534	-
12	545	101	0	6420	200	3335	1,159	-	1,159	-
12	545	101	0	4930	3000	3410	5,737	-	5,737	-
12	545	101	0	6420	0	3420	20,573	-	20,573	-
12	545	101	0	6420	100	3420	11,104	-	11,104	-
12	545	101	0	6420	0	3430	5,289	-	5,289	-
12	545	101	0	6420	200	3430	11,025	-	11,025	-
12	545	101	0	4930	0	3510	9	-	9	-
12	545	101	0	4930	3000	3510	26	-	26	-
12	545	101	0	4930	3200	3510	21	-	21	-
12	545	101	0	6420	0	3520	125	-	125	-
12	545	101	0	6420	100	3520	12	-	12	-
12	545	101	0	4930	3200	3530	13	-	13	-
12	545	101	0	6420	0	3530	18	-	18	-
12	545	101	0	6420	200	3530	40	-	40	-
12	545	101	0	4930	0	3610	409	-	409	-
12	545	101	0	4930	3000	3610	1,137	-	1,137	-
12	545	101	0	4930	3200	3610	928	-	928	-
12	545	101	0	6420	0	3620	6,031	-	6,031	-
12	545	101	0	6420	100	3620	533	-	533	-
12	545	101	0	4930	3200	3630	543	-	543	-
12	545	101	0	6420	0	3630	800	-	800	-
12	545	101	0	6420	200	3630	1,737	-	1,737	-
12	545	101	0	6420	0	3720	675	-	675	-
12	545	101	0	6420	0	3730	504	-	504	-
12	545	101	0	6420	200	3730	1,200	-	1,200	-
12	545	101	0	6420	0	4200	1,000	-	1,000	-
12	545	101	0	6420	0	4300	6,000	-	6,000	-
12	545	101	0	6420	0	4500	5,500	25,124	30,624	-
12	545	101	0	6420	0	4555	2,000	-	2,000	-
12	545	101	0	6420	0	4700	500	-	500	-
12	545	101	0	6420	0	5045	60	-	60	-
12	545	101	0	6420	0	5190	5,125	-	5,125	-
12	545	101	0	6420	0	5210	500	-	500	-
12	545	101	0	6420	0	5220	2,603	-	2,603	-
12	545	101	0	6420	0	5640	200	-	200	-
12	545	101	0	6420	0	5646	2,500	-	2,500	-
12	545	101	0	6420	0	6400	1,000	25,123	26,123	-
12	545	101	0	6420	0	8621	-	-	-	50,247

Matriculation Credit

Fund	School	Resource	PY	Goal	Function	Object	Adopted Budget	New	Revised Budget	Income
12	540	101	0	6110	0	1210	91,926	-	91,926	-
12	540	101	0	6200	0	1217	28,270	-	28,270	-
12	540	101	0	6110	0	1290	3,000	-	3,000	-
12	540	101	0	6110	0	2110	1,896	-	1,896	-
12	540	101	0	6200	0	2110	27,450	-	27,450	-
12	540	101	0	6110	0	2112	37,555	-	37,555	-
12	540	101	0	6110	0	2122	16,207	-	16,207	-
12	540	101	0	4930	0	2210	47,619	-	47,619	-
12	540	101	0	4930	0	2220	18,016	-	18,016	-
12	540	101	0	6110	0	2301	15,000	-	15,000	-
12	540	101	0	6110	0	3130	7,831	-	7,831	-
12	540	101	0	6200	0	3130	5,065	-	5,065	-
12	540	101	0	4930	0	3210	4,490	-	4,490	-
12	540	101	0	6110	0	3220	3,719	-	3,719	-
12	540	101	0	6200	0	3220	2,588	-	2,588	-
12	540	101	0	4930	0	3310	4,069	-	4,069	-
12	540	101	0	4930	0	3315	952	-	952	-
12	540	101	0	6110	0	3320	3,451	-	3,451	-
12	540	101	0	6200	0	3320	1,702	-	1,702	-
12	540	101	0	6110	0	3325	807	-	807	-
12	540	101	0	6200	0	3325	398	-	398	-
12	540	101	0	6110	0	3335	1,376	-	1,376	-
12	540	101	0	6200	0	3335	890	-	890	-
12	540	101	0	4930	0	3410	9,910	-	9,910	-
12	540	101	0	6110	0	3420	10,086	-	10,086	-
12	540	101	0	6200	0	3420	7,400	-	7,400	-
12	540	101	0	6110	0	3430	11,342	-	11,342	-
12	540	101	0	6200	0	3430	8,627	-	8,627	-
12	540	101	0	4930	0	3510	33	-	33	-
12	540	101	0	6110	0	3520	28	-	28	-
12	540	101	0	6200	0	3520	14	-	14	-
12	540	101	0	6110	0	3530	47	-	47	-
12	540	101	0	6200	0	3530	31	-	31	-
12	540	101	0	4930	0	3610	1,426	-	1,426	-
12	540	101	0	6110	0	3620	1,535	-	1,535	-
12	540	101	0	6200	0	3620	596	-	596	-
12	540	101	0	6110	0	3630	2,062	-	2,062	-
12	540	101	0	6200	0	3630	1,333	-	1,333	-
12	540	101	0	6110	0	3730	1,080	-	1,080	-
12	540	101	0	6110	0	4360	-	38,112	38,112	-
12	540	101	0	6110	0	4500	17,063	-	17,063	-
12	540	101	0	6110	0	4555	2,000	-	2,000	-
12	540	101	0	6110	0	4700	1,500	-	1,500	-
12	540	101	0	6110	0	5045	1,200	-	1,200	-
12	540	101	0	6110	0	5190	33,120	-	33,120	-

12	540	101	0	6110	0	5200	5,000	-	5,000	-
12	540	101	0	6110	0	5220	10,000	-	10,000	-
12	540	101	0	6110	0	5890	6,757	-	6,757	-
12	540	101	0	6110	0	6400	4,000	-	4,000	-
12	540	101	0	6110	0	8650	-	-	-	38,112

Matriculation Non Credit

Fund	School	Resource	PY	Goal	Function	Object	Adopted Budget	New	Revised Budget	Income
12	541	101	0	6110	0	1210	31,240	-	31,240	-
12	541	101	0	6200	0	1217	7,067	-	7,067	-
12	541	101	0	6110	0	1290	2,000	-	2,000	-
12	541	101	0	6300	0	1490	47,214	-	47,214	-
12	541	101	0	6110	0	2112	9,389	-	9,389	-
12	541	101	0	6320	0	2117	5,350	-	5,350	-
12	541	101	0	4930	0	2210	5,291	-	5,291	-
12	541	101	0	4930	8000	2210	11,164	-	11,164	-
12	541	101	0	4930	0	2220	2,002	-	2,002	-
12	541	101	0	6110	0	3130	2,742	-	2,742	-
12	541	101	0	6200	0	3130	1,266	-	1,266	-
12	541	101	0	6300	0	3130	3,895	-	3,895	-
12	541	101	0	4930	0	3210	499	-	499	-
12	541	101	0	4930	8000	3210	1,053	-	1,053	-
12	541	101	0	6110	0	3220	885	-	885	-
12	541	101	0	6320	0	3220	504	-	504	-
12	541	101	0	4930	0	3310	452	-	452	-
12	541	101	0	4930	8000	3310	692	-	692	-
12	541	101	0	4930	0	3315	106	-	106	-
12	541	101	0	4930	8000	3315	162	-	162	-
12	541	101	0	6110	0	3320	582	-	582	-
12	541	101	0	6320	0	3320	316	-	316	-
12	541	101	0	6110	0	3325	136	-	136	-
12	541	101	0	6320	0	3325	78	-	78	-
12	541	101	0	6110	0	3335	482	-	482	-
12	541	101	0	6200	0	3335	223	-	223	-
12	541	101	0	6300	0	3335	685	-	685	-
12	541	101	0	4930	0	3410	1,101	-	1,101	-
12	541	101	0	4930	8000	3410	2,362	-	2,362	-
12	541	101	0	6110	0	3420	2,522	-	2,522	-
12	541	101	0	6320	0	3420	552	-	552	-
12	541	101	0	6110	0	3430	2,756	-	2,756	-
12	541	101	0	6200	0	3430	2,157	-	2,157	-
12	541	101	0	4930	0	3510	4	-	4	-
12	541	101	0	4930	8000	3510	6	-	6	-
12	541	101	0	6110	0	3520	5	-	5	-
12	541	101	0	6320	0	3520	3	-	3	-
12	541	101	0	6110	0	3530	17	-	17	-
12	541	101	0	6200	0	3530	8	-	8	-
12	541	101	0	6300	0	3530	24	-	24	-

12	541	101	0	4930	0	3610	158	-	158	-
12	541	101	0	4930	8000	3610	242	-	242	-
12	541	101	0	6110	0	3620	204	-	204	-
12	541	101	0	6320	0	3620	116	-	116	-
12	541	101	0	6110	0	3630	722	-	722	-
12	541	101	0	6200	0	3630	333	-	333	-
12	541	101	0	6300	0	3630	1,025	-	1,025	-
12	541	101	0	6110	0	4300	5,000	-	5,000	-
12	541	101	0	6110	0	4360	-	14,707	14,707	-
12	541	101	0	6110	0	4500	10,000	-	10,000	-
12	541	101	0	6110	0	4555	4,000	-	4,000	-
12	541	101	0	6110	0	4700	1,000	-	1,000	-
12	541	101	0	6110	0	5045	1,000	-	1,000	-
12	541	101	0	6110	0	5100	1,000	-	1,000	-
12	541	101	0	6110	0	5190	8,280	-	8,280	-
12	541	101	0	6110	0	5200	5,000	-	5,000	-
12	541	101	0	6110	0	5220	5,000	-	5,000	-
12	541	101	0	6110	0	5890	3,194	-	3,194	-
12	541	101	0	6110	0	6400	9,840	-	9,840	-
12	541	101	0	6110	0	8650	-	-	-	14,707

CalWORKS

Fund	School	Resource	PY	Goal	Function	Object	Adopted Budget	New	Revised Budget	Income
12	488	101	0	801	0	2301	27,670	56,382	84,052	-
12	488	101	0	801	0	3420	93	(93)	-	-
12	488	101	0	801	0	3620	601	(601)	-	-
12	488	101	0	1305	0	2301	23,675	(23,675)	-	-
12	488	101	0	1305	0	3420	109	(109)	-	-
12	488	101	0	1305	0	3620	514	(514)	-	-
12	488	101	0	7320	1	7500	28,380	(1,000)	27,380	-
12	488	101	0	7320	1	8650	-	-	-	30,390

Cal WORKS

Fund	School	Resource	PY	Goal	Function	Object	Adopted Budget	New	Revised Budget	Income
12	487	101	0	6010	0	2120	21,801	3,199	25,000	-
12	487	101	0	6010	0	3325	316	1,699	2,015	-
12	487	101	0	6010	0	3520	11	-	11	-
12	487	101	0	6010	0	3620	474	-	474	-
12	487	101	0	6470	0	4300	4,000	5,000	9,000	-
12	487	101	0	6470	0	4500	1,000	1,000	2,000	-
12	487	101	0	6470	0	4555	70	30	100	-
12	487	101	0	6470	0	5045	70	-	70	-
12	487	101	0	6470	0	5220	3,500	2,000	5,500	-
12	487	101	0	6470	0	5646	70	-	70	-
12	487	101	0	6470	0	6400	-	740	740	-
12	487	101	0	6470	0	8620	-	-	-	13,668

Cal WORKS

Fund	School	Resource	PY	Goal	Function	Object	Adopted Budget	New	Revised Budget	Income
12	711	101	0	101	0	1100	-	11,000	11,000	-
12	711	101	0	101	0	1210	-	27,000	27,000	-
12	711	101	0	101	0	2119	-	19,129	19,129	-
12	711	101	0	101	0	3000	-	8,392	8,392	-
12	711	101	0	101	0	4300	-	28,400	28,400	-
12	711	101	0	101	0	4500	-	26,000	26,000	-
12	711	101	0	101	0	4700	-	2,000	2,000	-
12	711	101	0	101	0	5100	-	23,425	23,425	-
12	711	101	0	101	0	5210	-	1,454	1,454	-
12	711	101	0	101	0	6400	-	21,410	21,410	-
12	711	101	0	101	0	8190	-	-	-	168,210

Articulation

Fund	School	Resource	PY	Goal	Function	Object	Adopted Budget	New	Revised Budget	Income
12	535	101	0	6190	0	4500	1,500	500	2,000	-
12	535	101	0	6190	0	5045	1,500	500	2,000	-
12	535	101	0	6190	0	6400	2,000	-	2,000	-
12	535	101	0	6190	0	8659	-	-	-	1,000

Board Financial Assistance Program (BFAP)

Fund	School	Resource	PY	Goal	Function	Object	Adopted Budget	New	Revised Budget	Income
12	526	101	0	6300	0	1210	10,214	-	10,214	-
12	526	101	0	6460	0	2110	120,115	-	120,115	-
12	526	101	0	6300	0	3130	843	-	843	-
12	526	101	0	6460	0	3220	11,324	-	11,324	-
12	526	101	0	6460	0	3320	7,447	-	7,447	-
12	526	101	0	6460	0	3325	1,742	-	1,742	-
12	526	101	0	6300	0	3335	148	-	148	-
12	526	101	0	6460	0	3420	30,022	-	30,022	-
12	526	101	0	6300	0	3430	1,260	-	1,260	-
12	526	101	0	6460	0	3520	60	-	60	-
12	526	101	0	6300	0	3530	5	-	5	-
12	526	101	0	6460	0	3620	2,609	-	2,609	-
12	526	101	0	6300	0	3630	222	-	222	-
12	526	101	0	6300	0	3730	120	-	120	-
12	526	101	0	6460	0	4500	1,000	-	1,000	-
12	526	101	0	6460	0	5045	1,658	-	1,658	-
12	526	101	0	6460	0	5220	3,014	10,000	13,014	-
12	526	101	0	6460	0	5890	-	18,855	18,855	-
12	526	101	0	6460	0	8629	-	-	-	28,855

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Administrative Services

Communication No. 7

TOPIC: Designation of Off-Site Location

PROPOSAL

That the Board of Trustees approves Mt. San Jacinto Continuation High School at 30800 Landau Blvd., Cathedral City, CA, as an off-site location.

BACKGROUND

This spring, we will begin using Mt. San Jacinto Continuation High School at 30800 Landau Blvd., Cathedral City, CA, to hold General Psychology and College Success classes. We anticipate that we will continue to do so for the following year.

In accordance with Education Code 81529, the Board of Trustees has the authority to designate off-site locations.

BUDGET IMPLICATIONS

There is no budget implication.

RECOMMENDATION

The President recommends that the Board of Trustees approve the Mt. San Jacinto Continuation High School at 30800 Landau Blvd., Cathedral City, CA, as an off-site location.

Prepared by:

Dr. Edwin Deas
Vice President, Administrative Services

Approved by:

Jerry R. Patton
President

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Administrative Services

Communication No. 8

TOPIC: Acceptance of 2007-2008 Audit Reports

PROPOSAL

To accept the report of the District's auditors, Lund and Guttry LLP, for the 2007-2008 fiscal year for the District, the Desert Community College District Auxiliary Services, and Measure B Bond Financial and Performance audits.

BACKGROUND

In accordance with State regulations, the District and its auxiliaries have provided for the required annual audits. The reports are the result of auditor's review of finances, financial procedures, accounting control and compliance to applicable State and Federal requirements. The reports are also filed with the required State agencies.

BUDGET IMPLICATIONS

None.

RECOMMENDATION

The President recommends the Board of Trustees accepts the 2007-2008 audit reports for the District, Auxiliary, and Measure B Bond Financial and Performance audits for study and discussion.

Prepared by:

Dr. Edwin Deas
Vice President, Administrative Services

Approved by:

Jerry R. Patton
President

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Administrative Services

Communication No. 9

TOPIC: Receive 2007-2008 Audit Report for the College of the Desert Foundation

PROPOSAL

To receive the report of the College of the Desert Foundation auditor, Maryanov Madsen Gordon & Campbell, for the 2007-2008 fiscal year for the Foundation.

BACKGROUND

In accordance with State regulations, the College of the Desert Foundation have provided for the required annual audit. The report is the result of the auditor's review of finances, financial procedures, accounting control and compliance to applicable State and Federal requirements. The report is also filed with the required State agencies.

BUDGET IMPLICATIONS

None.

RECOMMENDATION

The President recommends the Board of Trustees receive the 2007-2008 audit report for the Foundation for study and discussion.

Prepared by:

Dr. Edwin Deas
Vice President, Administrative Services

Approved by:

Jerry R. Patton
President

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Administrative Services

Communication No. 10

TOPIC: Bid Campus Hardware Replacement Project

PROPOSAL

Award contracts for the Campus Hardware Replacement Project.

BACKGROUND

This project is to replace the lock systems throughout the campus on existing buildings to provide for automated open and closing of rooms along with the ability to track entry and exit and lock down rooms remotely and quickly as might be necessary in an emergency. This project is funded by Redevelopment Funds. The low bidder is Montgomery Hardware in the amount of \$1,698,770.00.

BUDGET IMPLICATIONS

This projected is funded by Redevelopment Funds and does not impact the General Fund.

RECOMMENDATION

The President recommends the District enter into a contract with Montgomery Hardware in the amount of \$1,696,770.00 for the Campus Hardware Replacement Project.

Prepared by:

Dr. Edwin Deas
Vice President, Administrative Services

Approved by:

Jerry R. Patton
President

Campus Hardware Replacement Project Bid Summary

Bidder	Bid Amount
Montgomery Hardware Co.	\$1,698,770.00
Guy Evans Contractor Services	\$1,795,000.00
Roy E. Whitehead, Inc.	\$1,841,638.00
Doug Wall Construction	\$1,900,000.00
Joe Putrino General Contractor	\$1,974,000.00
Low Bid: Montgomery Hardware Co.	\$1,698,770.00

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AGENDA ITEM

Date of Meeting December 12, 2008

Area Administrative Services

Communication No. 11

TOPIC: Resolution #183 - Approve Agreement for Child Development Services

PROPOSAL

That the Board of Trustees authorizes the District to enter into local agreement for Child Development Services.

BACKGROUND

This agreement is for the purchase of instructional materials and supplies for the Child Development Program. These funds shall not be used for any purpose considered nonreimbursable pursuant to the 2008/2009 Funding Terms and Conditions and Title 5, California Code of Regulations.

BUDGET IMPLICATIONS

This contract is funded through a grant from the federal Department of Health and Human Services. The total amount of contract shall not exceed \$2,614.00.

RECOMMENDATION

The President recommends the District to approve Resolution #183 - Approve agreement for Child Development Services.

Prepared by:

Dr. Edwin Deas
Vice President, Administrative Services

Approved by:

Jerry R. Patton
President

DESERT COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 183

BE IT RESOLVED that the Governing Board of the Desert Community College District authorizes entering into local agreement number CIMS-8417 and that the person who is listed below, is authorized to sign the transaction for the Governing Board.

NAME

TITLE

SIGNATURE

PASSED AND ADOPTED THIS 12th day of December 2008, by the Governing Board of the Desert Community College District of Riverside County, California.

I, _____, Clerk of the Governing Board of the Desert Community College District, of Riverside County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

Clerk's Signature

Date



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 08 - 09

DATE: July 01, 2008

CONTRACT NUMBER: CIMS-8417

PROGRAM TYPE: INSTRUCTIONAL
MATERIALS

PROJECT NUMBER: 33-6702-00-8

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: DESERT COMMUNITY COLLEGE DISTRICT

By signing this agreement and returning it to the State, you are agreeing to use the funds identified below for the purchase of instructional materials and supplies for the Child Development Program. These funds shall not be used for any purpose considered nonreimbursable pursuant to the 2008/2009 Funding Terms and Conditions (FT&C) and Title 5, California Code of Regulations. The contractor's signature also certifies compliance with "Standard Provisions for State Contracts" (Exhibit A), which are attached hereto and by this reference incorporated herein.

This contract is funded through a grant from the federal Department of Health and Human Services and subject to Code of Federal Regulations (CFR) 45, Parts 98 and 99, the Child Care and Development Block Grant Act of 1990, as amended, and Public Law 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act 9 (PRWORA) of 1996, 42 USC 9858. If the Catalogue of Federal Domestic Assistance (CFDA) number in 93596 (shown as FC# in the funding block), the fund title is Child Care Mandatory and Matching Funds of the Child Care and Development Fund. If the CFDA number in 93575, the fund title is Child Care and Development Block Grant subject to the Child Care and Development Block Grant Act of 1990, the Omnibus Budget Reconciliation Act of 1990, Section 5082, Public Law 101-508, as amended, Section 658J and 658S, and Public Law 102-586.

Funding of this contract is contingent upon appropriation and availability of funds. The period for which expenditures may be made with these funds shall be from July 01, 2008 through June 30, 2009. The total amount payable pursuant to this agreement shall not exceed \$2,614.00.

Expenditure of these funds shall be reported quarterly to the Child Development Fiscal Services Division (CDFS) on Form CDFS-9529 with fiscal quarters ending September 30, December 31, March 31, and June 30. Quarterly reporting must be submitted for reimbursement of expenditures. For non-local educational agencies, expenditures made for the period July 1, 2008 through June 30, 2009 shall be included in their 2008/09 audit due by the 15th day of the fifth month following the end of the contractor's fiscal year or earlier if specified by the CDE. The audits for School Districts and County Offices shall be submitted in accordance with Education Code Section 41020.

Any provision of this contract found to be in violation of Federal or State statute or regulation shall be invalid but such a finding shall not affect the remaining provisions of this contract Exhibit A, Standard Provisions for State Contracts attached.

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Margie Burke, Manager		PRINTED NAME AND TITLE OF PERSON SIGNING Jerry R. Patton, President			
TITLE Contracts, Purchasing & Conf Svcs		ADDRESS 43500 Monterey Avenue, Palm Desert, CA			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 2,614	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		Department of General Services use only	
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT 0	(OPTIONAL USE) 0656 14130-6702	FC# 93 575	PC# 000326		
TOTAL AMOUNT ENCUMBERED TO DATE \$ 2,614	ITEM 30.10.020.901 6100-196-0890	CHAPTER 268	STATUTE 2008	FISCAL YEAR 2008-2009	
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above		OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5035 Rev-8290		T.B.A. NO	B.R. NO
SIGNATURE OF ACCOUNTING OFFICER		DATE			

STANDARD PROVISIONS FOR STATE CONTRACTS

1. The Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
2. Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
3. The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.
4. This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
5. Time is of the essence in this Agreement.
6. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
7. The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
8. Contractors entering into a contract funded wholly or in part with funds from the United States Government agree to amendments in funding to reflect any reductions in funds if the Congress does not appropriate sufficient funds. In addition, the contract is subject to any restrictions, limitations or enactments of congress which affect the provisions, terms or funding of this agreement in any manner. The State shall have the option to terminate the contract without cost to the State in the event that Congress does not appropriate funds or a United States agency withholds or fails to allocate funds

Contractor Certification Clauses

The authorized signer of this Contract CERTIFIES UNDER PENALTY OF PERJURY that he/she are duly authorized to legally bind the Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

1. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (*Government Code* Section 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (*California Code of Regulations*, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing *Government Code* Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the *California Code of Regulations*, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement. (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE CERTIFICATION: By signing this contract, the contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations
 - c. Every employee who works on the proposed contract will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the contract.

Failure to comply with these requirements may result in suspension of payments under this agreement or termination of this agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: (1) the Contractor has made false certification, or (2) violated the certification by failing to carry out the requirements as noted above. (*Government Code 8350 et seq*)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (*Public Contract Code 10296*) (Not applicable to public entities)

EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of *Public Contract Code* Section 10286 and 10286.1, and is eligible to contract with the State of California.

5. SWEATFREE CODE OF CONDUCT:

- a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and *Public Contract Code* Section 6108.
- b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

6. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with *Public Contract Code* Section 10295.3.

PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

Items of Information

December 12, 2008

DESERT COMMUNITY COLLEGE DISTRICT**NONRESIDENT TUITION**

Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law.

Not later than February 1 of each year, the President shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The President shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

Reference: Education Code Sections 68050, 68051, 68130, 68130.5, 76141

Title 5 Section; 54045.5

Approved 11-16-05

DESERT COMMUNITY COLLEGE DISTRICT

**STUDENT RECORDS AND DIRECTORY
INFORMATION AND PRIVACY**

The President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information released.

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

Reference: Education Code Sections 76200, et seq.; Title 5, Sections 54600, et seq.

Approved 11-16-05

STUDENT DRIVERS

Only those students who both meet the minimum standards established by the District and have been approved pursuant to District procedures, shall be allowed to drive vehicles owned by, leased by, or rented by the District.

TRANSFER CENTER

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The President shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.

Reference: Title 5, Section 51027, Education Code Section 766720_66744

DESERT COMMUNITY COLLEGE DISTRICT

STANDARDS OF CONDUCT

The President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The procedures shall be made widely available to students through the college catalog and other means.

The Board shall consider any recommendation from the [CEO] for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of college facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedures.

Reference: Education Code 66300;66300.1, Accreditation Standard 11.A.7.b

Approved: January 19, 2006

5550

DESERT COMMUNITY COLLEGE DISTRICT

SPEECH: TIME, PLACE AND MANNER

The District is a non-public forum, except for those areas designated Free Speech Areas, which are limited public forums. The President shall enact such administrative procedures as are necessary to reasonably regulate the time, place and manner of the exercise of free expression in the limited public forums.

The administrative procedures promulgated by the President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions in those parts of the college designated as areas generally available to students and the community, and the wearing of buttons, badges, or other insignia.

Students shall be free to exercise their rights of free expression, subject to the requirement of this policy.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, intimidation, or hate violence unless such speech is constitutionally protected.

Reference: Education Code Section 76120; 66301

DESERT COMMUNITY COLLEGE DISTRICT**ATHLETICS**

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities and Title Nine requirements will be met.

The President shall assure that the athletics program complies with the California Community Colleges Commission on Athletics Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

Reference: Education Code Section 78223; 66271.6; 66271.8; 67360 et seq.

DESERT COMMUNITY COLLEGE DISTRICT

CONTRACTS

The Board delegates to the President the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the President concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the President is authorized to proceed with a contract.

Reference: Education Code Sections 81641, et seq.; Public Contracts Code Sections 20650, et seq. Labor Code 1770 et seq.

DESERT COMMUNITY COLLEGE DISTRICT**CAPITAL CONSTRUCTION**

The President is responsible for planning and administrative management of the District's capital outlay and construction program.

District construction projects shall be supervised by the President. The President shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The President shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board shall approve and submit to the Board of governors a five year capital construction plan as required by law. The President shall annually update the plan and present it to the Board for approval. The plan shall address, but is not limited to, the criteria contained in law.

Reference: Education Code Section 81005; 81820; Title 5, Section 57150 et seq.

DESERT COMMUNITY COLLEGE DISTRICT

RECRUITMENT AND HIRING

The President shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity plan shall be implemented according to Title 5 and Board Policy 3420.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and procedures.

Reference: Education Code Section 70901.2 70902.6.7; 87100 et seq.;

Accreditation Standard III.1.A

Title 5, Section 53000, et seq. 51023.5

DESERT COMMUNITY COLLEGE DISTRICT

ACADEMIC EMPLOYEES

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of governors for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Board reserves the right to determine whether a faculty member shall be granted tenure.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time. The Board delegates authority to the President to determine the extent of the District's needs for temporary faculty.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time faculty to be employed by it and for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

Reference: Education Code Sections 87400 et seq; 87419.1; 87600 et seq.;

87482.8 Title 5, Section 51025

Approval Date: June 14, 2005

DESERT COMMUNITY COLLEGE DISTRICT**POLITICAL ACTIVITIES**

Employees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing Board. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

Reference: Education Code Sections 7054; 7056; Govt. Code Section 8314

Approval Date: April 21, 2005

DESERT COMMUNITY COLLEGE DISTRICT**RETIREE HEALTH BENEFITS: Academic Employees**

The District shall permit any former full-time academic and classified employee who has retired from the District (age 55 and has at least 10 years of service with DCCD) to enroll in the medical/RX benefit plan and/or the dental benefit plan currently provided to its current full-time employees. If the retiree or spouse is age 65 or older, they must be enrolled in Medicare A & B to be eligible for this continuation of coverage. In addition, the District shall also permit the continuation of coverage to the currently enrolled surviving spouse of a former full-time employee who either retired from the District or was, at the time of his or her death, employed by the District as an academic employee and a member of the STRS or a classified employee and a member of PERS.

Participation pursuant to this policy shall be at the retiree or surviving spouse's own expense.

A retired academic or classified full-time employee or their surviving spouse may enroll in the District's medical/RX plan and/or dental plan only once pursuant to this policy. A retired academic or classified employee or surviving spouse who voluntarily terminates coverage under this policy may be excluded from obtaining coverage at any time in the future.

The Superintendent/President shall establish procedures as may be deemed necessary to administer this policy in accordance with Education Code Sections 7000, et seq.

Reference: Education Code Sections 7000 et seq.

