#### COMMUNITY COLLEGE DISTRICT REGULAR BOARD MEETING 43500 MONTEREY AVE. PALM DESERT, CA 92260 FRIDAY, AUGUST 16, 2013 MINUTES

**I.** Chair O'Neill called the meeting to order at 9:30 a.m. and asked Trustee Stefan to lead the pledge of allegiance.

President Kinnamon called the roll:

Present:	Becky Broughton
	Michael O'Neill
	Mary Jane Sanchez-Fulton
	Bonnie Stefan
	Aurora Wilson

Not-Present:	Student Trustee Andrew Campbell
	Carlos Maldonado, Parliamentarian

#### II. <u>CONFIRMATION OF AGENDA</u>:

The agenda is confirmed as presented.

#### III. <u>CLOSED SESSION</u>

- 1. **CONFERENCE WITH LABOR NEGOTIATOR**, Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Mr. Stan Dupree
- 2. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**: Property: Parcel Numbers: 656-040-039, 669330015, 669330025, 669330029, 669330030 Agency Negotiator or Designee: Dr. Joel Kinnamon

#### IV. OPEN SESSION

No reportable action taken in closed session.

#### V. <u>PUBLIC COMMENTS</u>

There were no requests to address the Board.

#### VI. MINUTES:

There were no corrections to the minutes of the regular meeting of July 18, 2013 and they stand approved.

VII. <u>**REPORTS**</u> (all submitted reports will be included with the minutes)

- A. ASCOD Eleanor Campbell was present and gave a brief report.
- B. CSEA Lauro Jimenez was present and gave a brief report.
- C. COLLEGE OF THE DESERT FOUNDATION Jim Hummer was present and gave a brief report.
- D. ACADEMIC SENATE Douglas Redman was not present as he was attending a mandated training.
- E. FACULTY ASSOCIATION Denise Diamond was not present.
- F. C.O.D.A.A. David Bashore was not present and had no report.
- G. COLLEGE OF THE DESERT ALUMNI ASSOCIATION Gene Marchu was present and gave a brief report.
- H. GOVERNING BOARD

**Trustee Aurora Wilson** commented that she continues to get acquainted with the great programs at College of the Desert. She had a meeting with Palm Desert Mayor Jan Harnick and they have discussed COD's role with the city and Palm Desert High School. They will continue their discussions in those areas. She also met with Kurt Leuschner, Professor of Natural Resources. She participated in a meeting with a new energy collaborative that is being spearheaded by Larry McLaughlin, College of the Desert's Director of Advanced Transportation Technology Center. This is an exciting collaborative partnership between College of the Desert, the utility companies, CVAG, workforce development and CalCERTS. CalCERTS is the state's premier home energy rating provider. This partnership, working together, will develop a model for integrating energy efficiency and competency standards into community college curricula and to eventually establish an accreditation for the programs.

She also has a meeting scheduled with the Board Chair and the President to meet with Tricia Gerhlein with the Clinton Health Matters Initiative. This initiative, with input from local stakeholders, has developed a blueprint for action on improving the health of the local residents.

**Trustee Sanchez-Fulton:** attended a meeting in the Inland Empire with ICUC. There were representatives from Coachella Valley Unified, UCR, San Bernardino State University, Riverside Community College. This is the K-16 model ensuring our students transfer and graduate. She congratulated Ingrid Gomez, an incoming COD student, who received the modernism scholarship. She also congratulated those involved with the summer robotics program. She thanked the Boys and Girls Club for providing transportation for the camp. She recognized two of our COD students who attended a leadership conference in Sacramento.

Trustee Sanchez-Fulton also attended the following:

- Veteran's forum that Congressman Ruiz hosted and she acknowledged Donni Prince, our veterans resource specialist.
- National Night Out put on by the Desert Hot Springs Police Department
- PBS series and she has curriculum available for any faculty that would like to see it.
- Desert Hot Springs City Council meeting and she presented our learning center and they voted on it.
- Met with Dr. Addams, the Superintendent of Coachella Valley Unified School District.

She thanked our curriculum committee on the pilot program at Desert Hot Springs High School. Eighteen of the students at Desert Hot Springs High School are on track for receiving their high school diplomas and their A.A. degree. She asked Dr. Kinnamon to confirm. Dr. Kinnamon said there is a course being offered which will enable them to continue at the college.

**Trustee Bonnie Stefan** commented she has tried to view our past board meetings on YouTube but she is unable to do so because of blocks in place at Amistad. She encouraged everyone to view the meetings on the COD YouTube channel.

Trustee Becky Broughton attended or reported the following:

- Had an opportunity to attend a farmers meeting to speak to the interest of helping the Mecca Thermal Campus be more student friendly. We have many community partners willing to help make College of the Desert a better place.
- 2+2 meeting with the City of Indio the new Indio building is on track.
- Communications continue with SunLine to work on a draft agreement.
- Attended the Adrian Gonzales farewell and wishes him the best. This is a great opportunity for him to grow in his professional relationships.
- Attended the Board agenda review meeting. She would like to hear how registration is coming and how the WebAdvisor is going as it was down for a while.
- She had a long discussion with a student here who told her there was a small hurdle for her to overcome. She had to physically come to the campus to file some papers. We thought need to examine that to make it easier for the students.

**Trustee Michael O'Neill** commented that many meetings have been cancelled this month. He attended Mr. Gonzales' farewell party and wished him well in his new environment. He attended the agenda review meeting. He is looking forward to next week's FLEX events and to the Clinton initiative meeting.

**Student Trustee Andrew Campbell** was not present as he was attending the Community College League of California Student Trustee conference.

#### VIII. ADMINISTRATIVE REPORTS

#### 1.President

Dr. Kinnamon acknowledged and introduced the Interim Vice President of Administrative Services, Dr. Jim Buysse, and the Interim Executive Vice President of Student Success and Student Learning Mr. Don Berz. He also said we have brought some other staff in to assist in various areas.

Dr. Kinnamon had the pleasure of joining the Academic Senate at their annual retreat. It was a very constructive meeting and they discussed what the Senate sees for this year, and we will begin to discuss how we can engage and dialogue on items before the Senate and various groups.

FLEX begins next week and he thanked all of the staff that have been here preparing for our students' return. It's a busy time and important for us to recognize their efforts.

He reported we are in the process of budget development with both Interim Vice President's looking at past practice and moving us into a more informed budget process. The plan is to provide our administrators with more control over their budgets.

He had the pleasure to participate in a Veterans success conference call with 240 college and university Presidents. This conference call was directed by Under Secretary of Education Martha Cantor and Under Secretary of Veteran Affairs, Allison Hickey. The group discussed best practices and the Administration's commitment to veterans programs in our educational institutions. We are looking forward to seeing how that evolves.

Trustee O'Neill asked how enrollment is going and do we have a lot of closed classes? Mr. Berz explained that students are carrying more of a load and he is very optimistic we will make our FTES targets. We have a very educationally viable schedule and anticipating a very successful fall term. We have very carefully planned the educational program for the entire year, not just term to term. We are following the enrollment management plan we've established and he is pleased with the work the Deans are doing. The budget will follow what we are trying to establish.

We are planning a late start of a 12 week session for the Indio center, spring term 2014. He further explained our planning included making our FTES targets in the primary terms. Our target for this coming year is 7,195 FTES.

Mr. Berz commented we also have an increased number of sections and he will provide updates at future meetings. Every Mecca Thermal Campus class is filled for a total of 14 sections. We plan on adding more sections as appropriate.

Trustee Broughton commented that the Deans and Counselors and students are thrilled. It's wonderful we are opening new sections but most important is that the classes we are offering are leading these students to transfer. She expressed concern that we will be out of the County building as planned.

Mr. Berz had a conference call with Mr. Renew and the Deans regarding the late start at the new Indio building. The 12 week schedule is very desirable and it was felt it was better to have a little cushion in order to ensure Indio opens as planned. There will be a full program in Indio.

There needs to be a full development educational plan for each of the sites, as well as the fiscal support necessary to advance that plan.

President Kinnamon thanked Mr. Berz for the update and he also expressed his appreciation to the efforts of all those involved with implementing the new enrollment management plan.

#### IX. <u>CONSENT AGENDA</u>: 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. <u>HUMAN RESOURCES</u>

- 1. Employment Group C Appointments
- 2. Volunteers
- 3. Professional Advancement Faculty
- 4. Resignation Classified
- 5. Reclassification Leadership/Foundation/Classified
- 6. New Job Description Classified
- 7. Change in Assignment Faculty
- 8. Change in Assignment Leadership
- 9. Pre-Retirement Reduced Load Revision Faculty
- 10. Employment Group A Appointment Interim Leadership
- 11. Extension of Assignment Leadership
- 12. Sabbatical Leave Faculty
- 13. Salary Adjustment Leadership

#### B. FISCAL SERVICES

- 1. Purchase Orders and Contracts for Supplies, Services & Construction
- 2. Warrants
- 3. Payroll #1
- 4. Out-of-State Travel
- 5. Change Orders Measure B Bond projects
  - a. Athletic Facilities Project
  - b. Communication Building Project
  - c. Monterey Avenue Entrance Project

<u>Motion</u> by Trustee Broughton, second by Trustee Wilson, to approve the consent agenda as presented.

Discussion: None.

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

Motion carried unanimously.

#### X. ACTION AGENDA

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

#### B. BOARD OF TRUSTEES

1. Revised Board Policies - Second Reading

<u>Motion</u> by Trustee Stefan, second by Trustee Broughton, to approve the revised policies and procedures as presented.

**Discussion:** Trustee Wilson asked for clarification on AP 2105 as there are still question marks noted. We will bring this back with clarification on the question marks.

#### Vote

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

Motion carried unanimously.

2. New Board Policy 2750: Board Member Absence From the State – Second Reading

<u>Motion</u> by Trustee Broughton, second by Trustee Stefan, to approve the new board policy as presented.

**Discussion:** It was noted the word "consecutive" has been added as we received clarification from the Community College League.

#### Vote

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

#### Vote

Absent:Andrew CampbellAbstain:None

Motion carried unanimously.

3. Resolution 081613-1: Excuse Board Member Absence

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

**Discussion:** Trustee O'Neill clarified that a resolution must be passed by the board in order to excuse any member's absence. Student Trustee was ill last month and is attending a student trustee conference today. This resolution is to excuse his absence.

#### **Roll Call Vote**

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

Motion carried unanimously.

4. Revised Board Policy 2100: Board Elections - Second Reading

<u>Motion</u> by Trustee Wilson, second by Trustee Stefan, to approve the revised board policy as presented.

**Discussion:** Trustee Sanchez-Fulton suggests that we stay with what the election code states and not insert anything extra. She suggests we strike the paragraph with "the Superintendent/President".

Trustee Broughton commented that having experienced a redistricting recently she suggests leaving this paragraph in as the Superintendent/President has a better knowledge of the boundaries. This does not take the Board out of the decision as the President would submit the recommendations from the professional redistricting firm to the Board. The recommendations are based on population and she feels more comfortable with the President working with these professionals.

Chair O'Neill suspects this is here because if no one is designated then it could fall to the chair of the board and that chair could manipulate the process so as to be unfair to other members. Having the President involved maintains the neutrality of the process.

Trustee Sanchez-Fulton commented that using the President is a conflict of interest. It has to come through the election code and what the election code states.

Trustee Wilson asked legal counsel if there is any legal conflict with leaving this paragraph in. Mr. David Erwin, legal counsel for the Board, said there is no conflict. He stated the President or a designee will gather the information for the Board. The Board ultimately makes the decision. Having the President take the lead on submitting recommendations is typically what elected Boards do. Leaving the language in or out is fine, someone will still be responsible and the Board is not going to do this, they will designate to an administrator.

Trustee Sanchez-Fulton is concerned we are circumventing the election code. She asked if everyone could have a copy of the recommendation from Dr. Jane Wright from the Community College League. She spoke with Dr. Wright and she recommended this paragraph be struck. It was pointed out that Dr. Wright suggested that if the Board as a whole was concerned about this language they could remove this paragraph but this is the League recommended language.

Trustee Stefan thought it important to have someone responsible and she is in favor of leaving this statement in.

Trustee Sanchez-Fulton commented she thinks we are discrediting each district. Now each member represents a specific district. She reiterated she does not want to circumvent election code language.

Trustee Wilson expressed her appreciation for Trustee Sanchez-Fulton's efforts and bringing up her concerns. She called for the vote.

#### Vote

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

Motion carried unanimously.

#### C. <u>PRESIDENT</u>

1. Certification of Signatures

<u>Motion</u> by Trustee Broughton, second by Trustee Stefan, to approve the certification of signatures as presented.

**Discussion:** Dr. Kinnamon explained that as we bring interims to the college we want them to have the authority to sign the necessary documents.

Trustee Broughton thought it good to have this come back frequently as it keeps it current.

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

Motion carried unanimously

2. Resolution 081613-2 Approving Amended and Restated Bylaws for the Independent Citizens' Bond Oversight Committee

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

**Discussion:** Trustee Wilson asked if these have been reviewed by counsel. Dr. Kinnamon said bond counsel, Mr. David Casnocha, has reviewed them. Mr. Casnocha was at the last oversight committee meeting and explained there were legislative changes. There is also language that more closely defines the role of the board. The oversight committee also had asked counsel at that meeting if there was anything that prevented them from having liability coverage. There is not and that is also reflected in the revisions.

Trustee Wilson asked about section 3.2 as it uses past-tense language. The review of expenditures "the committee shall approve expenditure reports produced by the district to ensure that bond proceeds were expended. Dr. Kinnamon explained we take the ballot language that was approved and the projects approved so the committee is aware of what those program budgets are and what was in the ballot language.

Dr. Kinnamon said having an independent oversight committee is an important component of the Prop 39 bonds.

Trustee Broughton thanked the committee for their time and hard work.

Trustee Sanchez-Fulton asked when the next bond meeting is. Mr. Renew said it is September 10 in the multi-purpose room at 3:00.

Trustee Wilson asked for clarification on 3.5b, the establishment of priorities in order of construction for the bond project shall be made by the Desert Community College District's Board of Trustees and/or Superintendent/President in his/her sole discretion. Chair O'Neill said there has been a conflict in the past on the priorities of the elected board and administrative staff. This provides two options for approval. Dr. Kinnamon said it also did not distinguish between the Oversight Board and the Board of Trustees. This language also distinguishes between the two.

#### **Roll Call Vote**

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

Motion carried unanimously

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

Motion by Trustee Wilson, second by Trustee Stefan, to approve the renewal term as presented.

**Discussion:** Trustee Sanchez-Fulton thanked those on the committee and has talked to the bond attorney. She commented we are in good hands as he is doing a fantastic job.

She asked if the appointment process is open to the public. Trustee Broughton said she has encouraged someone to apply. Anyone can apply and if someone is interested they should put in an application. They won't be considered until there is an opening. Chair O'Neill said the board has been asked to reach out to those they know. Dr. Kinnamon said that interested parties should contact the President's office. When individuals become termed out there is a formal process of announcing to the community.

Trustee Broughton thought we have a list of interested parties.

Vote

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

Motion carried unanimously

#### D. FISCAL SERVICES

1. To Provide Liability Insurance Coverage for the Seven Members of the Citizens' Bond Oversight Committee

<u>Motion</u> by Trustee Sanchez-Fulton, second by Trustee Stefan, to approve providing liability insurance coverage as presented.

**Discussion**: Chair O'Neill is glad we are doing this.

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

Motion carried unanimously.

Voto

2. Resolution #081613-3 Delegation of Authority to Work with the Affected Employee Groups to Implement and Establish the 403(b) Special Pay Plan through Envoy Plan Services, Inc. for Employer/Employee Savings

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

**Discussion:** Dr. Kinnamon explained this is an opportunity for employees that have unused vacation at the time of separation from College of the Desert to use those funds. It creates a savings for the district and the employee as it is not being paid out as compensation. It saves us saving 6.2% on social security, the 1.45% on Medicare and the 1.61% on unemployment insurance and the workers comp. The employee saves the 7.65% in F.I.C.A taxes and are able to defer that.

#### **Roll Call Vote**

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

Motion carried unanimously.

3. Change Order #1 – Monterey Entrance Project – Fischer, Inc.

<u>Motion</u> by Trustee Stefan, second by Trustee Broughton, to approve the change order as presented.

**Discussion**: Mr. Renew explained the Dr. Carreon Fountain used to drain into the old parking lot and a connection to the storm drain was required for the new Monterey Entrance project. This was not in the budget originally.

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

Motion carried unanimously.

#### XI. CLOSED SESSION

- 1. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION: Section 54956.9 (d)(2/3/4) Specify number of potential cases: 5
- CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: Parcel Numbers: 656-040-039, 669330015, 669330025, 669330029, 669330030, 664190021, 717270007, 717270008, 717270011, 717270012, 717270013, 717270014 Agency Negotiator or Designee: Dr. Joel Kinnamon

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

#### XII. <u>OPEN SESSION</u>

No reportable action taken in closed session.

#### D. FISCAL SERVICES cont'd

4. Notice of Intent to Award Contract for Athletics Facilities Project – Bid Package #32
 – Security

<u>Motion</u> by Trustee Stefan, second by Trustee Wilson, to approve the notice of intent to award contract as presented.

Discussion:None.Yes:Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan,<br/>Aurora WilsonNo:NoneAbsent:Andrew CampbellAbstain:None

Motion carried unanimously.

Vote

 Notice of Intent to Award Contract for Signage & Wayfinding Project – Bid Package #1 - Signage

<u>Motion</u> by Trustee Stefan, second by Trustee Broughton, to approve the notice of intent to award contract as presented.

#### **Discussion:** None.

#### Vote

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

Motion carried unanimously.

 Notice of Intent to Award Contracts for Applied Sciences Building Project – Phase 2 – Bid Packages #1-21

<u>Motion</u> by Trustee Broughton, second by Trustee Stefan, to approve the notice of intent to award contract as presented.

**Discussion:** Trustee Wilson asked if this is where the environmental science courses will be taught. John Jaramillo, Dean of the School of Applied Sciences and Business explained that environmental sciences are under the School of Arts and Sciences in Dr. Berg's area. This will be the Natural Resources Management courses, one of which does meet the transferrable requirement for natural sciences. The bulk of the environmental sciences will remain in the science/technology area.

She also asked why there is no solar on the project. Mr. Renew explained the building will be stubbed for solar but the solar in front of the campus is the maximum we can do, as any more would be a loss to us and we wouldn't get paid.

Chair O'Neill asked if we are doing this with all new buildings. Mr. Renew said we have put solar panels on all new buildings but have now gone to the big picture strategy.

#### Vote

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

Motion carried unanimously.

7. Resolution 081613-4 Authorized Signatures

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

#### Discussion: None.

#### **Roll Call Vote**

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

Motion carried unanimously.

8. Memorandum of Understanding

<u>Motion</u> by Trustee Broughton, second by Trustee Stefan, to approve the memorandum of understanding as presented.

**Discussion:** Trustee Broughton asked for an explanation. Dr. Kinnamon explained we were in a position to receive transcripts from the high schools and with this new MOU we are able to send the transcripts to wherever someone may be transferring to. It is the same cost we have charged in the past for transcripts. It is a streamlined way for students to transfer.

Trustee Sanchez-Fulton commented this is a brilliant way to help our students. Dr. Kinnamon agreed and applauded staff in pursuing this.

Trustee Broughton asked if we can receive the transcripts only from our local high schools or anywhere in California. Dr. Nery, Executive Dean of Institutional Effectiveness, Educational Services and Planning, explained that in the next few years all community colleges in the state will be able to receive transcripts electronically. Most of the UC's and CSU's are in the system, as well as nationwide universities will be able to receive from us electronically. The entire Coachella Valley has signed up with this system. By next year we will be able to send/receive transcripts in seconds from the valley schools. We can trade nationally with some high schools but not with all.

Trustee O'Neill asked if we print the transcript when we receive it. Dr. Nery said we do not. The goal is to have no one touch it.

Trustee Stefan asked what is the chance that transcripts can get lost - what is the back up? Dr. Nery explained we have spent quite a bit of money in servers and back up.

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

Motion carried unanimously.

9. To Award Contract for International Student Health Insurance Carrier

Motion by Trustee Broughton, second by Trustee Stefan, to approve the contract as presented.

**Discussion:** Dr. Kinnamon acknowledged staff for this, as it is a new provider that provides better services at a reduced cost.

#### Vote

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

Motion carried unanimously.

#### E. STUDENT SUCCESS AND STUDENT LEARNING

1. Approval of the 2013-2014 College of the Desert Catalog Addendum

<u>Motion</u> by Trustee Stefan, second by Trustee Sanchez-Fulton, to approve the catalog addendum as presented.

**Discussion:** Dr. Kinnamon acknowledged staff's work in editing the catalog.

Vote

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

Motion carried unanimously.

#### Vote

#### XIII. ITEMS FOR INFORMATION/DISCUSSION

#### 1. Board Self-Evaluation

Chair O'Neill commented the Board is late in doing this. In the packet is the form used for a number of years. If the board agrees to use this instrument it could be filled out and discussed at the next meeting.

Trustee Broughton commented the self-evaluation is a platform. The Board should be looking at this for the Board as a whole, not an individual Board member. Chair O'Neill feels the document is redundant in many ways but the Board could consider a subcommittee in the future to look at possible revisions.

Trustee Stefan suggested that if a member finds something that could be better to make a note of it. There were two versions included in the Board packet and the Chair confirmed the Board will be using the green version.

Trustee Broughton thought it important to give the Student Trustee feedback. One of the questions about the Student Trustee refers to them maintaining a GPA of 2.0. She asked how the Board knows that the student if maintaining that GPA. She thought this was not the Board's business. Dr. Kinnamon explained that is it noted as such in Ed Code.

Trustee Sanchez-Fulton commented that she met a former Student Trustee who wants to come in and talk about her success. She has graduated from USC and is living in Desert Hot Springs.

Chair O'Neill asked for consensus on a due date for these evaluations to be completed and returned to the Board's assistant. It was agreed the due date will be September 6. Members will return their completed evaluations and the Chair and the Board assistant will compile the information.

#### XIV. SUGGESTIONS FOR FUTURE AGENDAS

Trustee Broughton: she is happy with the schedule Dr. Kinnamon has worked out.

Trustee Stefan: no suggestions.

**Trustee Sanchez-Fulton:** Would like to know more about the All for You and Hire 1 process. She would also like to know about the student loan act.

**Trustee Wilson:** Suggested that College of the Desert work with the Foundation to host a chamber mixer. She also requested a facilities presentation at a future board meeting.

**Trustee Michael O'Neill:** asked if the Board will get a tour of the new Communications Building. Dr. Kinnamon will make arrangements for a special tour as part of a future meeting.

#### XV. BOARD COMMENTS

Trustee Stefan: Welcomed everyone back to the new school year.

**Trustee Wilson** commented she loves seeing the solar panels out front. She has driven by at night and was surprised to see the lighting coming from there. She will discuss this with Mr. Renew at her meeting with him on Monday. Dr. Kinnamon said there will be a facilities update at the September meeting.

She also comment there are federal transportation funds known as CMAQ, a congestion mitigation air quality funds. They are now called Map 21. These funds, almost \$20M, are coming to the Salton Sea Air Basin. They will be available through a "call for projects" through CVAG. We should consider applying for some of these federal funds.

Trustee Sanchez-Fulton welcomed back to all the students and staff.

**Trustee Broughton** said the FLEX schedule looks very interesting and she will attend what she can. She encouraged all the members to attend what they can as there is always something to learn. She knows how much effort is put into these presentations and appreciates all the hard work.

**Trustee** O'Neill commented he understands how busy we have been the last year but it is time to start recognizing some of these bond projects as being complete. We need to do a big public relations event for the community. Dr. Kinnamon said we've moved away from a building by building dedication and there have been discussions about having a very large community event to highlight all of the buildings. By doing a community event we can have staff from that area so the community can learn what takes place and how the building impacts students.

Trustee O'Neill also commented that when the Cravens building was dedicated we had a huge crowd and attendees were invited to donate and put their name on office/wall/etc.

He also commented on the chairs the members were using today. A sample will be available in the President's Office next week for the members to try. The Board's assistant will email the members when it arrives.

Trustee Sanchez-Fulton had one additional scholarship opportunity for our students called the Horatio Alger Association. Scholarship applications are open until October 25, 2013. The website is <u>www.horatioalger.org</u>.

**XVI.** Trustee Wilson made a motion to adjourn in honor of Emeriti Professor Margaret Ann Currlin Clark and read the following statement:

"Margaret Ann Currlin Clark passed away on July 26<sup>th</sup>. She and her first husband, Edmund Currlin moved to the Coachella Valley in 1946. Her husband was involved with the planting of many golf courses and Margaret Ann became a busy mother of 5. In the early 1960's she served as the personal secretary to Jackie Cochran the famous aviatrix.

Later, after her children were grown, Margaret Ann took a job as secretary in the Department of Developmental Education at COD where she remained for 17 years. Margaret Ann's time there evolved into teaching English as a Second Language in the evenings and soon she became an Associate Professor of Developmental Education instructing students from more than 30 countries.

In 1982 at COD's 20<sup>th</sup> Anniversary Celebration, Margaret Ann was recognized in two separate awards by both her fellow faculty members and students for her work. And in 1986 she was inducted in the COD Alumni Hall of Fame.

Margaret Ann retired from teaching in 1986 and married Louis Clark of Indian Wells. In 2003 she was the City of Indian Wells Honoree for the Senior Inspiration Awards.

While I did not personally know Margaret Ann, I know that my late husband did. Roy knew her as a COD colleague and friend. He presided over the 2003 Senior Inspiration Awards event and was tickled to see Margaret Ann receive the award for Indian Wells. While it seems a while ago that COD recognized the long-time dedication, commitment and path made by Margaret Ann Currlin Clark it is with great sadness, but also gratitude that this College once again recognize this great lady and adjourn this Board meeting in honor and in memory of Margaret Ann Currlin Clark."

Meeting adjourned at 2:14 p.m.

By: Bonnie Stefan, Ølerk



#### DESERT COMMUNITY COLLEGE DISTRICT RESOLUTION 081613-1

WHEREAS, Board Policy 2725, Board Member Compensation, states that members of the Board of Trustees who attend all agendized Board meetings shall receive a stipend of \$240 per month for attendance at Board meetings; and

WHEREAS, A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board; and

WHEREAS, the Board of Trustees held its monthly meeting on July 18, 2013; and

WHEREAS, Student Trustee Andrew Campbell was absent from the July 18, 2013 meeting of the Board of Trustees due to illness. He is also absent from today's meeting of August 16, 2013 as he is attending the Community College League's Conference for Student Trustees.

NOW, THEREFORE, BE IT RESOLVED, that the above-noted absences of Student Trustee Andrew Campbell are excused and that, in accordance with the applicable provisions of the Education Code, no reduction in monthly compensation will be made for the absences.

The foregoing resolution was adopted this 16th day of August, 2013 at a regular meeting of the governing board hereof by the following vote:

AYES: 5

120

NOES: A

ABSENT: /

ABSTAINING:

As Clerk of the Governing Board of the Desert Community College District of Riverside County, California, I hereby certify that the above and foregoing resolution was duly adopted by the board at a regular meeting thereof on the 16th day of August, 2013, and passed by a majority of said board.

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of August, 2013

Dr. Bonnie Sta

Dr. Bonnie Stefan Clerk, Governing Board

#### DESERT COMMUNITY COLLEGE DISTRICT

#### **RESOLUTION NO. 081613-2**

#### RESOLUTION OF THE BOARD OF TRUSTEES OF THE DESERT COMMUNITY COLLEGE DISTRICT APPROVING AMENDED AND RESTATED BYLAWS THEREFOR

WHEREAS, the Board of Trustees of the Desert Community College District (the "District") previously adopted a resolution requesting Riverside County and Imperial County (the "Counties") to call an election for general obligation bonds (the "Bond Election") to be held on March 2, 2004; and

WHEREAS, notice of the Bond Election was duly given; and on March 2, 2004 the Bond Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$345,500,000 ("Measure B"); and

WHEREAS, based on the Canvass and Statement of Results for the County, more than fiftyfive percent of the votes cast on the Measure B were in favor of issuing the aforementioned bonds; and

WHEREAS, the Board of Trustees of the District has established independent citizens' bond oversight committee (the "Committee") in connection with issuance of bonds under Measure B; and

WHEREAS, the Board of Trustees has previously approved Bylaws governing such Committee but now desires to amend and restate such Bylaws, in whole, to make them applicable to Measure B.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE DESERT COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. <u>Authorization</u>. Measure B was authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIIIA of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution in accordance with the requirements of the Strict Accountability In Local School Construction Bonds Act of 2000 (the "Act").

Section 2. <u>Bylaws</u>. The Committee shall operate pursuant to the Board approved Amended and Restated Bylaws. The Committee shall have only those responsibilities granted to them in the Act, in the resolutions calling for the election for Measure B and in the Amended and Restated Bylaws. The Amended and Restated Bylaws, as submitted herewith and attached hereto, are hereby approved. The previous Bylaws relating to Measure B are rescinded and of no further force and effect. ADOPTED, SIGNED AND APPROVED this  $14^{4}$  day of <u>august</u>, 2013:

6

 $e^{t}$ 

BOARD OF TRUSTEES OF THE DESERT COMMUNITY COLLEGE DISTRICT

Muli Chair

ATTEST:

Superintendent/President

#### STATE OF CALIFORNIA

) )

)

#### RIVERSIDE COUNTY

I, Joel L. Kinnamon, do hereby certify that the foregoing Resolution No. 081613-2 was duly adopted by the Board of Trustees of the Desert Community College District at a meeting thereof held on 16th day of August, 2013 and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

**ABSTENTIONS:** 

B Superintendent/President

#### DESERT COMMUNITY COLLEGE DISTRICT

#### RESOLUTION NO. 081613-3

#### DELEGATION OF AUTHORITY TO WORK WITH THE AFFECTED EMPLOYEE GROUPS TO IMPLEMENT AND ESTABLISH THE 403(B) SPECIAL PAY PLAN THROUGH ENVOY PLAN SERVICES, INC. FOR EMPLOYE/EMPLOYEE SAVINGS

WHEREAS, in an effort to provide cost savings for both the Desert Community College District and affected employees, the Board of Trustees of the Desert Community College District delegate to the Superintendent/President or Designee the authority to work with the affected employee groups to implement and establish the 403(b) Special Pay Plan through Envoy Plan Services, Inc. for employer/employee savings;

WHEREAS, employees separating from service with the Desert Community College District are paid the vacation hours accrued and not used at the time of retirement or resignation; and

WHEREAS, such payments are generally subject to Social Security payroll taxes and Federal and State income taxes at the supplemental rate; and

WHEREAS, in lieu of taxed vacation payments, a deposit is made into an IRC Section 403(b) deferred compensation plan known as the Special Pay Plan as an employer contribution so that payroll taxes are not applied; and

WHEREAS, employees that separate from service and are the age of 55 or older in the year of separation, may later withdraw these funds from the Special Pay Plan without incurring IRS excise tax penalties; and

WHEREAS, the Special Pay Plan will become effective upon unit concurrence, Superintendent/President or Designee approval, and Envoy Plan acceptance.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Desert Community College District hereby approves the delegation of authority to the Superintendent/President or Designee, to work with the affected employee groups to implement and establish the 403(b) Special Pay Plan through Envoy Plan Services, Inc.; with plan administration provided by MidAmerica Administrative and Retirement Plan Solutions, Inc. for employer/employee savings. PASSED AND ADOPTED by the following roll call vote this 16<sup>th</sup> day of August 2013 by the Governing Board of Desert Community College District of Riverside County, State of California.

AYES: 5 NOES: Ø ABSENT: Ø

ABSTENTIONS:  $\not \!\!\! D$ 

I, Secretary of the Board of Trustees of the Desert Community College District, certify that the foregoing is a full, true, and correct copy of a resolution adopted by 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.

<u>\$-15-13</u> Date

Secretary of the Board of Trustees of the Desert Community College District, Riverside County, State of California

#### Desert Community College District Board of Trustees

#### **RESOLUTION #081613-4** Authorized Signatures

BE IT RESOLVED, that effective August 16, 2013, the Board of Trustees of the Desert Community College District authorizes the individuals listed below to sign contractual and financial transactions for the Board of Trustees and to sign orders drawing on the funds of the District with the Riverside County Superintendent of Schools.

Name	Title	Signature
Joel L. Kinnamon	Superintendent/President	Jol L. Kinnomon
Donald B. Berz	Interim, Executive Vice President	Donald B. Berry
James L. Buysse	Interim, VP Administrative Services	AB
Noemi Kanouse	Interim, Director, Fiscal Services	Maumi 21 Forman
Linda Valkenburg	Asst.to Director, Fiscal Services	Junda Valkenburg
Stephen F. Renew	Director, Facilities Services	AGO-

PASSED AND ADOPTED this 16th day of August, 2013, by the Board of Trustees of the Desert Community College District of Riverside County, California.

I, Bonnie Stefan, Clerk of the Board of Trustees of Desert Community College District, Riverside County, California, certify that the foregoing is a full and correct copy of a Resolution adopted by the said Board at the August 16, 2013 regular meeting thereof held at a regular public place of meeting and the Resolution is on file in the office of said Board.

Dr. Bonnie Shlar (Clerk's Signature)

(Date)



Division of Administration and Business Services District Fiscal Services

# **Certification of Signatures**

<b>County Use Only:</b>	
Date Received:	
Approved By:	

District: Desert Community College District Date of Meeting: August 16, 2013 Newly Elected Governing Board Addition in Column(s) II & III Replacement in Column(s) Select **Please Check: Column** T **Column II** Column III Signatures of Personnel Authorized to Sign Signatures of Members of the Governing Board Signatures of Personnel Authorized to Sign Warrant Orders and Orders for Salary Payments\* Notices of Employment President of the Board Joel L. Kinnamon, Superintendent/President Joel L. Kinnamon, Superintendent/President Valkenburg, Asst. to Dir. of Fiscal Services Jenda Valkenhelg Linda Valkenburg, Asst. to Dir. of Fiscal Services Vice President of the Board Stephen F. Renew, Director, Facilities Services Stephen F. Renew, Director, Facilities Services Member of the Board Donald B. Berz, Interim Executive Vice President Donald B. Berz, Interim Executive Vice President Member of the Boar Buyste Interim VP Administrative Services James L Interim VP Administrative Services James L. Member of the Board \*If the board has given special instructions for signing Warrant Orders, Orders for Salary Payment, or Notices of Employment, please attach a copy of the resolution to this form. ⊠ Orders of Salary Payments : 1 ⊠ "B" Warrant Orders: 1 Number of signatures district requires for:

I, \_\_\_\_\_\_, Clerk/Secretary of the Board of Trustees certify that the signatures shown below in Column I are the verified signatures of the members of the governing board; verified signatures of personnel authorized to sign orders drawn on the funds of the school district appear in Column II, and verified signatures of personnel authorized to sign Notices of Employment appear in Column III. No person other than an officer or employee of the district can be authorized to sign orders. These certifications are made in accordance with the provisions of Education Code Sections 42632, 42633, 44843, 85232, and 85233. If those authorized to sign orders as shown in Column II are unable to do so, the law requires the signatures of the majority of the governing board. Attached is the board agenda authorizing the following-signatures.

Signature: DISTRIBUTION: Original- District Fiscal Services, Copy- District



District: Desert Community College District

Date of Meeting: August 16, 2013

Column I	Column II	Column III
Signatures of Members of the Governing Board	Signatures of Personnel Authorized to Sign Warrant Orders and Orders for Salary Payments*	Signatures of Personnel Authorized to Sign Notices of Employment
Member of the Board	Noemi Kanouse, Interim Director, Fiscal Services	Noemi Kanouse, Interim Director, Fiscal Services
Member of the Board		Stan Dupree, Interim Exe. Dir., Human Resources
Member of the Board		
Member of the Board		
Member of the Board	X	
Member of the Board		
Member of the Board		
Member of the Board		

CSEA History – On August 9, 1927 ten school custodians met in Oakland to form what was to become the 210,000 member California School Employees Association.

A group of nine men and one woman assembled to support an elderly custodian who could not afford to retire because public schools had no pension plan for the retirement of such employees. This small group saw the need to establish rights and benefits for themselves and other school employees. During the three-day meeting, they established a framework for the union and set an agenda of progress that continued to elevate the status of classified employees for the next 80 years. From the Capitol to the bargaining table, CSEA has pursued the interests of classified employees up and down the state, transforming non-certificated, "support staff" into classified professionals and respected partners in the education community.

**1920's** – In 1928, just a year after CSEA formed, the union helped push through SB 551, which allowed school districts to establish retirement benefits for all school employees, not just teachers. More importantly, it became the first law on the books recognizing school employees other than teachers and administrators. *To be continued...* 

- Smoke and Ash Within a month's time we saw smoke and ash drifted onto our campus from the Mountain Fire that started July 15<sup>th</sup> and the Silver Fire that started August 7<sup>th</sup>. Thank you Trustee Stefan for expressing your concern for the health of students and staff at the end of the July Board meeting. Thank you also to Stan, Steve and Kevin for working to keep employees out of the harmful smoke as well as the smoke out of the buildings. The Silver Fire had a more direct impact on one CSEA member from another chapter as she lost her home. CSEA takes care of its members on the job, but it also lends a helping hand in times of crisis. The Dorothy Bjork Assistance Fund provides financial relief to members in need. The Assistance Fund, which subsists solely on the generous donations of CSEA members, is disbursed through three different programs: the Disaster Assistance Program, the Emergency Assistance Program and the Humanitarian Assistance Program.
- Health and Welfare The morning of August 28<sup>th</sup> the classified bargaining unit will meet to discuss and vote on options for payroll deductions to cover the increases in premiums to the medical and dental plans. The same day will be a Health Benefits Fair with a morning and afternoon presentation by vendors, providers and programs.
- Funding for training The economic downturn left departments and divisions with little if any funding in budgets for training. The Classified Staff Development Committee was busy last year reviewing requests for a maximum of \$800 in funding per member of our unit. Members are eager to develop their skills; however, with a maximum of \$10,500 allocated per fiscal year we were unable to fund every request. We have discussed with the district that these fund would once again become supplemental funds for staff development rather than the primary and sometimes only source of funding. Proposition 39 may also provide addition funds for training. As we invest more in our employees we hope that we can promote from within our campus family. In September, I will celebrate 20 years at the College. During this time through training opportunities both formal and on the job, I have been able to grow in skills and experience. When I applied for ever challenging positions, I was ready for the opportunity.

Lauro Jimenez Chapter President, CSEA Chapter 407



## **COD Board of Trustees**

## **Alumni Association Report**

# August 7, 2013

The Alumni Street Fair is almost matching last year's summer figures. This is not bad considering all the construction going on around the fair.

During this past year the Alumni Association spent:

**\$135,000.00** to support the Student Campus Work Study Program. (CWS) This brings the total up to **\$1,970,000.00** the Alumni has spent on students in need for CWS.

\$150,000.00 for Pathways Student Scholarships and mentoring. When matched by Pathways a total of \$275,000.00 was awarded. While this student program has only been available the past five years, the grand total spent on students by Alumni/Pathways was \$1,520,000.00. **\$50,000.00** for free (now \$5.00 each) SunLine bus passes provided to COD Students. This program was initiated by the Alumni East Valley Committee. In the past eight years **\$267,816.00** in SunLine bus passes were provided to COD students.

Lastly, during the past 30 years, over \$10,000,000.00 has been provided by the Alumni Association in grants, gifts, and scholarships to College of the Desert. Of that \$10 million dollars, the current Alumni staff team brought in over \$8.3 million.

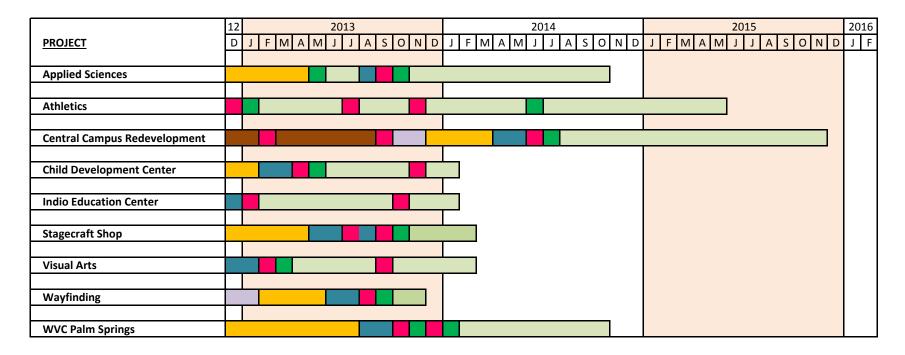


#### **Desert Community College District Capital Improvement Program**



**BOARD OF TRUSTEES REVIEW OR APPROVAL MILESTONES** 

2012 - 2016



LEGEND	
Board of Trustees	
Pre-Design/Schematic Design/Design Development	
Construction Documents	
DSA Review	
Bidding	
Start of Construction	
Construction	

<u>C</u>	Ocument Date
Revised:	Aug. 8, 2013



# **Capital Projects Report**

to the

# **Board of Trustees**

August 16, 2013



August 16, 2013

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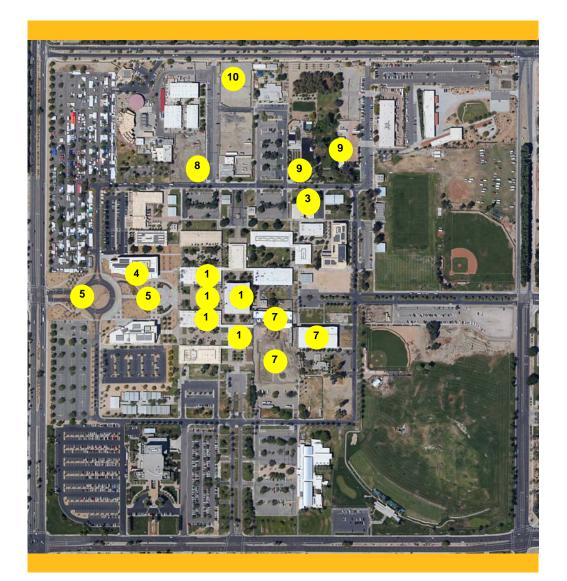


#### **Projects in Programming & Design**

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

#### **Current Construction Projects**

- 4 Communication Building
- 5 Monterey Entrance
- 6 Indio Education Center (Not Shown)
- 7 Athletic Facilities
- 8 Visual Arts
- 9 Applied Sciences
- 10 Child Development Center







# **PROJECTS IN DESIGN . . .**

- Project Status Reports



COLLEGE COLLEGE

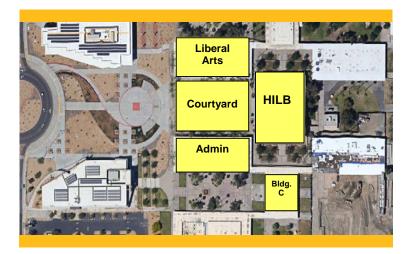
August 16, 2013

# CENTRAL CAMPUS REDEVELOPMENT

# PROJECT STATUS REPORT

### DESIGN





### **Fast Facts**

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

- Total Project Budget ..... \$37,550,000
- Project Square Footage (GSF) ..... 66,526 SF
- Funding Source ..... Measure B
- Construction Start ..... Summer 2014
- Targeted Completion ..... Spring 2016

### **Sustainable Features**

Will be minimum LEED Silver certified

### **Project Update**

- Steering Committee Meetings held to address District reorganization.
- AE studying revisions to Building C for Board functions





# WEST VALLEY CAMPUS - PALM SPRINGS

# PROJECT STATUS REPORT

#### DESIGN





#### **Fast Facts**

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

- Total Project Budget ...... \$43,000,000
- Phase 1 Project Square Ftg (GSF) ..... 50,000 sq.ft.
- Funding Source ..... Measure B
- Construction Start ..... Fall 2013
- Targeted Completion ......Winter 2014-2015

#### **Sustainable Features**

- Will be minimum LEED Gold certified
   Sustainable Site
- Public transportation

5 Zero Planning

• Solar Energy

#### **Project Update**

Schedule revised based on job progress.





## STAGECRAFT SHOP

# PROJECT STATUS REPORT

#### DESIGN





#### **Fast Facts**

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

- Total Project Budget ..... \$1,900,000
- Project Square Footage (GSF) ..... 3,346 sq.ft.
- Funding Source ..... Measure B
- Construction Start ..... Summer 2013
- Targeted Completion ...... Winter 2013-2014

- Revised documents submitted to printer for bidding.
- Previous bidders contacted; new bidders solicited.
- Advertisements out for July 31 and August 3 publication.





# **PROJECTS IN CONSTRUCTION . . .**

- Project Status Reports



COLLEGE COLLEGE

August 16, 2013

# COMMUNICATION BUILDING

### PROJECT STATUS REPORT CONSTRUCTION





#### **Fast Facts**

The new Communication Building is planned as a two-story steel framed building that will house classrooms, faculty offices, meeting rooms and ancillary spaces.

- Total Project Budget ..... \$20,996,832
- Project Square Footage (GSF) ..... 39,800 sq.ft.
- Funding Source ..... Measure B
- Construction Start ..... Fall 2011
- Targeted Completion ......Spring 2013

#### **Sustainable Features**

- Will be minimum LEED Silver certified
- Building automation controls to optimize mechanical system.
- Water conserving landscape
- Heating and cooling via central hydronics system
- Photovoltaics
- Shading strategies





# **COMMUNICATION BUILDING**

### PROJECT STATUS REPORT CONSTRUCTION

#### **Fast Financial Facts**

- Total Project Budget ..... \$20,996,832
- Construction Budget ......\$17,570,000

- Percent Complete of Construction. ..... 99%









- District Punch Walk items being addressed.
- AV Punch complete. Punch List provided to CM and AV contractor.
- Electronic Door hardware complete with 1 exception. Exposed wire at Faculty 215 being addressed by contractor and CM.
- POs issued for computer equipment at 8 DSPS computer work stations.
- Warranty issues being addressed as they arise.



# MONTEREY ENTRANCE

### PROJECT STATUS REPORT CONSTRUCTION





#### **Fast Facts**

This project includes the widening of the entrance (in conjunction with the City) to the college at Monterey Ave and also the adding of hardscape and landscape between the Communication and Student Services buildings.

- Total Project Budget ..... \$5,403,168
- Project Square Footage ..... Exterior Site Work
- Funding Source ..... Measure B
- Construction Start ..... Summer 2012
- Targeted Completion ......Summer 2013

#### **Sustainable Features**

- Public transportation
- Drought Tolerant Landscaping
- Efficient irrigation system utilizing reclaimed water





# MONTEREY ENTRANCE

### PROJECT STATUS REPORT CONSTRUCTION

#### **Fast Financial Facts**

- Total Project Budget ......\$5,403,168
- Construction Budget ......\$3,500,000
- Projected Change Order Percent.....0%
- Percent Complete of Construction..... 98%









- Installation of shade structures complete; punch list walk to follow.
- Replacement of damaged light pole ordered; 7 10 weeks lead time.
- C.S Legacy instructed to complete punch list work; to begin 8.2.13 – 8.8.13
- Alternate contractor to revise their punch list deleting the items already approved for C.S Legacy.
- The 90 day maintenance walk scheduled for August 7<sup>th</sup> @ 8.00am
- The delivery of the 55' flagpole scheduled for 8.6.13



# INDIO EDUCATION CENTER

### PROJECT STATUS REPORT CONSTRUCTION





#### **Fast Facts**

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

- Total Project Budget ...... \$23,000,000
- Project Square Footage (GSF) ..... 40,000 sq.ft.
- Funding Source ..... Measure B
- Construction Start ..... Fall 2012
- Targeted Completion ......Winter 2013-2014

#### **Sustainable Features**

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





# INDIO EDUCATION CENTER

### PROJECT STATUS REPORT CONSTRUCTION

#### **Fast Financial Facts**

- Total Project Budget ..... \$23,000,000
- Construction Budget ......\$16,000,000
- Expenditures To Date. ..... \$ 9,232,428
- Projected Change Order Percent......0%
- Percent Complete of Project Cost. ......40%
- Percent Complete of Construction...... 37%









#### **Project Update**

- Installation of building plumbing and HVAC systems continues.
- Interior wall framing continues; perimeter framing scheduled.
- Verizon continues work associated with the City of Indio's removal of the on-site utilities.
- Installation of stair #3 complete (main stair).

**EISPRO** 

# ATHLETIC FACILITIES

### PROJECT STATUS REPORT CONSTRUCTION





#### **Fast Facts**

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

- Total Project Budget ...... \$23,115,238
- Project Square Footage (GSF) ..... 26,840 sq.ft.
- Funding Source ..... Measure B
- Construction Start ...... Winter 2012-2013
- Targeted Completion Phase 1 ......Summer 2014
- Targeted Completion Phase 2 ......Summer 2015

#### **Sustainable Features**

Will be minimum LEED Silver certified





# ATHLETIC FACILITIES

### PROJECT STATUS REPORT CONSTRUCTION

#### **Fast Financial Facts**

- Total Project Budget ..... \$23,115,238
- Construction Budget ......\$15,987,000
- Expenditures To Date. ..... \$ 9,449,399
- Percent Complete of Project Cost......41%
- Percent Complete of Construction. . . . . 27%









- Foundation/retaining wall footing conflict identified at southwest corner of new gym; Architect visited site to develop resolution.
- Electrical Engineer site visit to resolve questions at Electrical Room.
- Metal door frame installation, grinding ongoing in Fitness Center.
- Sample chairs delivered and users notified for further sampling.
- 72 Hr. Request for Shutdown No. 7 approved for fire water tie-in.
- Proposal received from L.A. Air for hydronics tie-in procedure.
- Underground storm drain installation north of Velma
   Dawson scheduled
- Storm drain installation at south end of site in construction.
- CCD for pre-cast panel Thermomass insulation spacers issued to DSA.



# **VISUAL ARTS**

### PROJECT STATUS REPORT CONSTRUCTION





#### **Fast Facts**

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

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

#### **Sustainable Features**

Will be minimum LEED Silver certified





# **VISUAL ARTS**

### PROJECT STATUS REPORT CONSTRUCTION

#### **Fast Financial Facts**

- Total Project Budget ..... \$ 8,515,353

- Projected Change Order Percent.....0%
- Percent Complete of Construction. ..... 35%









#### **Project Update**

- Hydronic lines installed to the inside of the building.
- Structural steel at MP Classroom installed.
- Meeting held for review of AV equipment bid documents between consultant and District AV.
- NTS & AV equipment bid documents complete. Adverts submitted for publication on 8/3 & 8/9. Bid documents to reprographics company.
- Road and sidewalk curbs complete.

EISPRO

## **APPLIED SCIENCES**

### PROJECT STATUS REPORT CONSTRUCTION





#### **Fast Facts**

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

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

#### **Sustainable Features**

• Will be minimum LEED Silver certified





## **APPLIED SCIENCES**

### PROJECT STATUS REPORT CONSTRUCTION

#### **Fast Financial Facts**

- Total Project Budget ..... \$12,381,000
- Construction Budget ..... \$ 8,400,000
- Expenditures To Date. . . . . . . . . . . . \$ 1,674,498
- Percent Complete of Project Cost. .....14%
- Percent Complete of Construction..... 6%









- Project has completed bidding for Phase 2; NOI's issued.
- Greenhouse & Shade Structure installation phase continues; delays caused by vendor late deliveries.
- Phase 2 construction schedule in review.
- Removal of final container unit scheduled.



# CHILD DEVELOPMENT CENTER

### PROJECT STATUS REPORT CONSTRUCTION





#### **Fast Facts**

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

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

#### **Sustainable Features**

• Will be minimum LEED Silver certified





# CHILD DEVELOPMENT CENTER

### PROJECT STATUS REPORT CONSTRUCTION

#### **Fast Financial Facts**

- Total Project Budget ..... \$ 5,924,000
- Construction Budget .....\$ 3,934,000
- Expenditures To Date.....\$ 871,481
- Projected Change Order Percent......0%
- Percent Complete of Project Cost. ......15%
- Percent Complete of Construction..... 15%









- Shut down request and department notification of hydronics POC tie-in submitted and reviewed.
- Conflicts with equipment and electrical room dimensions remain in review.
- Structural Engineer observed and signed off on footing reinforcement.
- Concrete footings placed.
- Conflicts with roof insulation and roof equipment curbs continue in review by AE.





NV&	COLLI	EGE
	#DESI	RT

#### 4 Week Look Ahead 07/31/13 - 08/28/13

As of 8am - 07/31/13

scription	Comments	Duralion Start	Finsh	U 21 Jul 26	AU0 04	2012 Aug 11	AUD 18	Aug 25
			1	W The Fit Sat Sun Mon Tue W? The Fr	Sat Sun Mon Tue W- Thr	n Sat Bun Mon Tue W. Thr. Pr	at Sun Mon Tue W (Thr. Fri-	Sat Sun Mon Tue W
Campus Holidays, Exams, & Events								
Campus Calendar	The second se							
Modified Campus Work Weeks	4/40Work More-Thu. / Closed Fn.	49 Jun-03-2013 A	Aug-09-2013					
MONTEREY WIDENING	Work done by City of Palm Desert	59 Jun-03-2013 A	Aug-23-2013					
Summer Classes	8 Week Session	38 Jun-10-2013 A	Aug-01-2013					
MAGNES A FALLS DR. CLCSED	Work done by City of Palm Desert	24 Jul-08-2013 A	Aug-06-2013		the second s			
Fiex Days for Faculty & Staff		4 Aug-20-2013 A	Aug-23-2013					
Fall Senaster Begins		5 Aug-26-2013 A	Aug-30-2013					
Applied Sciences								
Construction - Ph.1 Greenhouse & Shade Structures								
Installation of Shade Structures	Noise	29 Jun-21-2013 A	Aug-01-2013	Contraction of the local division of the loc				
Installation of Building Utilities	Noise	45 Jun-21-2013 A	Aug-23-2013	the second s			1	
Installation of Greenhouse	Noise	45 Jun-21-2013 A	Aug-23-2013					
Concrete Pour - Sits Flatwork	Trucks - Noise	5 Aug-19-2013 A						
Construction - Ph.2 AG & AS Buildings								
CM Mobilization	Trucks, Trailers, Traffic	6 Aug-09-2013 A	Aug-16-2013					
Athletic Facilities	a second second		0.000					
Construction - New Gymnaeium								
Fire Wate: Tie in - East of C Building	Water Shutdown / Work outside const. fence	10 Jul-22-2013 A	Aug-02-2013					
Steet Colveries	Trucks	6 Aug-01-2013 A						
Install Storm Drain - North of Veima Dawson House	Noise & Equipment	7 Aug-08-2013 A				201102		
Child Development Center	a second as designing the second	Charles Parls H	and the second A					
Construction Phase Install Underground Utilities	Noise & Trucka	27 Jun-26-2013 A	Aug-02-2013					
			Aug-18-2013 A			and the second sec		
Install Underground HVAC	Partial Road Closure Noise & Trucks	29 Jui-09-2013 A						
Install Building & Canopy Foelings		15 Jul-15-2013 A	Aug-02-2013				and the second sec	
Place Bidg. CMU	Noise	12 Aug-05-2013 A	Aug-20-2013					
Concrete Pour - Building Stab	Concrete Trucks	9 Aug-21-2013 A	Sep-03-2013					
Montersy Entrance								
Construction Phase								
Punch Lisi Work		29 Jul-09-2013 A	Aup-16-2013					
Clean up and Pour Back of In-fills at Shade Structures		18 Jul-24-2013 A	Auj-16-2013					
Flag Pale Dolivery		0 Aug-06-2013 A		13	<ul> <li>Aug-06-2010</li> </ul>			
Photovoltaic System								
Construction - Ph.1 (Lot 14)								
Install lobar & forms for equipment pad	Noise & Trucks	17 Jul-09-2013 A	Jul-31-2013	Concession of the local division of the loca				
Boring & X-Ray	Noise	15 Jul-15-2013 A	Aug-02-2013	Construction of the Local Division of the Lo				
Pour Equipment Pad	Concrete Trucks	2 Aug-02-2013 A						
Set Equipment in Electrical Enclosure	Trucks & Crane	10 Aug-05-2013 A	Aug-16-2013					
Construction - Ph.S (Lot 19)		a subletie the second						
Trench for Underground Electrical	Noise	18 Jul-08-2013 A	Jul-31-2013	100 C				
Steel Celiveries	Noise & Trucka	25 Jul-15-2013 A	Aug-16-2013					
PV Modula Deliverias	Noise & Trucka	22 Jul-19-2013 A	Aug-19-2013					
Relocation Projects			1.178.177.7712					
Relocation								
Theater T so		20 Jul-22-2013 A	Aug-16-2013					
Visual Arts Building	1	NO DO REGIONA	1.04 1.0 2010		10.0			
Construction Phase								
Phase 2 Fencing	Encreachment on Parking Lot 15	58 May-28-2013 A	Aug-16-2013					
Steel Frame Erection	Crane Operation	12 Jul-22-2013 A	Aug-06-2013					
Electrical Bhutdown, One MSB (4 Hrs.)	Art, Well Pump, Alumni, Maint, yard & Parkin	1 Aug-09-2013 A	Mut-08-2013					
epared by: Ryan Lamb - EISPRO				10000	P	DOBARE		
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ige 1 of 1					• M	lestone		

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# FINANCIAL REVIEW . . .

### - Project Allocation Budget



COLLEGE COLLEGE

August 16, 2013

### **PROJECT ALLOCATION BUDGET**

COMPLETED PROJECTS	Budget	Expense	
	Bond + Other	Bond + Other	Balance
Ag Science Project	\$105,804	\$105,804	\$0.00
Alumni Centre	\$2,714,816	\$2,714,816	\$0.00
Aquatics Swimming Pool Demolition	\$310,103	\$310,103	\$0.00
Barker Nursing Complex	\$10,973,913	\$10,973,913	\$0.00
Burn Tower	\$2,875,267	\$2,875,267	\$0.00
Business Building Renovation	\$4,598,036	\$4,598,036	\$0.00
Campus Standards & Design	\$615,343	\$615,343	\$0.00
Carol Meier Lecture Hall Roof Repair	\$317,728	\$317,728	\$0.00
Central Annex Village	\$2,308,330	\$2,308,330	\$0.00
Central Plant	\$13,127,485	\$13,127,485	\$0.00
Contractor Lay Down Area	\$724,890	\$724,890	\$0.00
Culinary Kitchen	\$410,529	\$410,529	\$0.00
Date Palm Removal	\$311,447	\$311,447	\$0.00
Desert Hot Springs	\$1,140	\$1,140	\$0.00
Diesel Mechanics Flooring	\$14,154	\$14,154	\$0.00
Dining Facility Renovation	\$5,399,910	\$5,399,910	\$0.00
Facilities Yard Improvement	\$416,825	\$416,825	\$0.00
Mecca-Thermal Interim Modulars	\$9,913,929	\$9,913,929	\$0.00
Monterey Wall & Landscaping	\$1,544,946	\$1,544,946	\$0.00
Nursing Building Renovation	\$3,538,287	\$3,538,287	\$0.00
Pavement Removal North Alumni Road	\$28,721	\$28,721	\$0.00
Ph I - Infrastructure Upgrade	\$14,512,593	\$14,512,593	\$0.00
Ph II - Infrastructure Upgrade	\$11,727,628	\$11,727,628	\$0.00
PSA Parking & Mag. Falls Entrance	\$949,794	\$949,794	\$0.00
Public Safety Academy	\$14,917,722	\$14,917,722	\$0.00
Safety/Security Improvements CDC & AR	\$256,377	\$256,377	\$0.00
Scene Shop	\$75,654	\$75,654	\$0.00
Science Labs	\$223,624	\$223,624	\$0.00
Sidewalk Repairs	\$38,846	\$38,846	\$0.00
South Annex Ph I	\$273,569	\$273,569	\$0.00
South Annex Ph II	\$1,027,825	\$1,027,825	\$0.00
South Annex Ph III - DSPS Modulars	\$646,294	\$646,294	\$0.00
South Parking Lot	\$1,004,767	\$1,004,767	\$0.00
So./No. Annex Ph I Classroom Modulars	\$1,920,155	\$1,920,155	\$0.00
Storm Drain Outlet Structure	\$1,563,111	\$1,563,111	\$0.00
Telephone Systems/VOIP Upgrade Ph I	\$964,487	\$964,487	\$0.00
Temporary Access Road	\$87,252	\$87,252	\$0.00
Temporary Dining Facility	\$752,840	\$752,840	\$0.00
Velma Dawson House Lot	\$27,500	\$27,500	\$0.00
Visual Arts Kiln Building	\$179,079	\$179,079	\$0.00
Western Parking Lot	\$2,564,965	\$2,564,965	\$0.00
Western Parking Lot Landscaping	\$266,422	\$266,422	\$0.00
Wireless Access Project	\$322,555	\$322,555	\$0.00
EXPENDED TOTAL	\$114,554,660	\$114,554,660	\$0.00

Note: All Balances Moved To Contingency





## **CURRENT PROJECTS**

### **PROJECT ALLOCATION BUDGET**

CURRENT PROJECTS	Budget	<u>Expense</u>	
	Bond + Other	Bond + Other	Balance
(2) Applied Sciences	\$12,381,000	\$1,674,498	\$10,706,502
(2) Athletic Facilities	\$23,115,238	\$9,449,399	\$13,665,839
Campus Electronic Sign	\$300,000	\$19,861	\$280,139
Campus Energy Monitoring	\$295,801	\$288,303	\$7,498
(2) Campus IT Infrastructure	\$2,600,000	\$2,485,804	\$114,196
Central Campus Redevelopment	\$37,550,000	\$1,411,785	\$36,138,215
(2) Central Plant MBCx	\$3,547,420	\$3,324,358	\$223,062
(2) Child Development Center	\$5,924,000	\$871,481	\$5,052,519
(3) Communication Building	\$20,996,832	\$19,931,715	\$1,065,117
(1) Cravens Student Services Center	\$22,973,961	\$22,952,986	\$20,975
(2) Demo Central Annex / Cooling Tower	\$336,262	\$253,978	\$82,284
(2) Imaging	\$400,000	\$274,075	\$125,925
(2) Indio Education Center	\$23,000,000	\$9,232,428	\$13,767,572
(2) Infrastructure Upgrade - Ph III	\$11,732,136	\$11,642,321	\$89,816
(2) Math Science Technology Center	\$24,699,984	\$23,878,778	\$821,206
(2) Mecca-Thermal Septic Sewer System	\$300,000	\$288,401	\$11,599
(2) Monterey Entrance	\$5,403,168	\$4,759,622	\$643,546
RDA Small Maintenance Projects	\$960,108	\$796,821	\$163,287
Relocations Project	\$1,500,000	\$445,533	\$1,054,467
(3) Security Cameras & Emergency Phones	\$200,000	\$132,450	\$67,550
(2) Site Remediation	\$687,000	\$253,577	\$433,423
Soils Contingency	\$1,401,500	\$0	\$1,401,500
Stagecraft Shop	\$1,900,000	\$244,217	\$1,655,783
(2) Visual Arts Building	\$8,515,353	\$2,374,369	\$6,140,984
Wayfinding	\$500,000	\$96,513	\$403,487
West Valley Palm Springs	\$43,000,000	\$5,338,311	\$37,661,689
SUB TOTAL	\$254,219,762	\$122,421,583	\$131,798,179

(1) Projects pending financial closeout.

(2) Budget Augmentation approved by Administration.

(3) Balance/Partial transferred to Bond Contingency.





### **PROJECT ALLOCATION BUDGET**

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

SUMMARY OF PROJECTS	<u>Budget</u>	Expense	
	Bond + Other	Bond + Other	Balance
Completed Projects	\$114,554,660	\$114,554,660	\$0
Current Projects	\$254,219,762	\$146,821,539	\$107,398,223
Future Projects	\$32,200,000	\$0	\$32,200,000
Bond Management and Other Fees	\$24,649,879	\$21,499,313	\$3,150,566
Contingency	\$1,970,101	\$0	\$1,970,101
TOTAL	\$427,594,402	\$282,875,512	\$144,718,890

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

FUNDING SOURCE	Totals	
Bond Series "A"	\$65,000,000	
Bond Series "B"	\$57,850,000	
Bond Series "C"	\$223,648,444	
State	\$3,144,000	
RDA	\$38,470,944	
Interest	\$30,000,000	
Refunding	\$7,500,000	
Foundation	\$400,000	
Rebates	\$1,331,031	
Surety	\$249,984	
TOTAL	\$427,594,402	





# **UPCOMING EVENTS...**

### - No Events Currently Scheduled



COLLEGE DESERT

August 16, 2013