

Palo Verde Community College District

College Council/Strategic Planning Steering Committee & Full Administrative Council

Via ITV Needles Center Room 8

MINUTES

**Tuesday, February 3, 2015
3:00 p.m. – CS 234**

PVC Mission Statement – Approved 2/5/13

Palo Verde College is a California community college that supports an exemplary learning environment with high quality educational programs and services. The College promotes student success and lifelong learning for a diverse community of learners

NOTICE: All meetings of the Full Administrative Council are recorded to use when compiling minutes and reports.

- A. Call to Order - the meeting was called to order at 3:02 p.m.
- B. In Attendance – Donald Wallace, Sharron Burgeson, Derek Cople, Russi Egan, Shelley Hamilton, Cecy Garcia, Sean Hancock, Adam Houston, Maria Kehl, Shad Lee, Staci Lee, Diana Mendez, Carrie Mullion (recorder), Eva Mungía, (via ITV Needles Center), Biju Raman, Alexa Salazar, Maria Rivera, and Denise Taylor.

Absent – Lupita Andrade, Eric Egan, Denise Hunt (Member/Recorder), Rich Soto, and Brian Thieboux.

Guests – None.
- C. Approval of this meeting Agenda – It was moved by Dr. Hancock, seconded by Mr. Raman, and unanimously carried to approve the agenda.
- D. Approval of meeting minutes – for College Council/Strategic Planning Steering Committee and Full Administrative Council December 16, 2014. It was moved by Ms. Burgeson, seconded by Mr. Raman, and unanimously carried to approve the minutes.

Continued minutes

- E. Board of Trustees Agenda review – for meeting February 10, 2015.
Dr. Wallace informed the attendees on the Closed Session item and reviewed Board of Trustees meeting agenda and gave clarification on various Resolutions.
- Dr. Hancock clarified Resolution 15-02 A-05 – Enrollment approval of Special Part-time Student.
- Dr. Wallace clarified Resolution 15-02 C-04 – Resignation of Full-Time Psychology Instructor (Jones).
- Ms. Egan clarified Resolution 15-02 B-06 – Contract Agreement with Cambridge West Partnership, LLC 5 Year Construction Plan. (and Space Inventory Report). There was discussion.
- Dr. Wallace clarified Resolution 15-02 B-07 – Acceptance of Stanford Transportation Group Photovoltaic Grant.
- Dr. Wallace clarified Resolution 15-02 B-08 – Independent Contractor Agreement (Gereau). Mr. Raman questioned the advertising of the class. There was discussion.
- F. Chief Human Resources Officer Hiring process –
Dr. Wallace informed the attendees that this position has been advertised and is now closed. The applications have been screened and the applicants that have met the minimum qualifications have been invited for an interview. The interviews are scheduled for Thursday. The committee has been formed. There was discussion.
- G. Strategic Planning Steering committee –
Dr. Wallace informed the attendees that the committee is to meet at the end of this month. Dr. Wallace stated that he will send out a poll to see who would like to be on this committee. There was discussion.
- H. College Council Shared Planning and Decision Making Handbook –
Dr. Wallace informed the attendees that work has not begun on the handbook. However, he does have another significant piece of work done which, helps to get to this handbook.
- I. SLOs (Student Learning Outcomes) per ACCJC Standard –
Dr. Hancock informed the attendees that three of the four Flex Days were dedicated to SLOs at course and program level. The feedback has been very positive and there was a greater understanding of the process. The Divisions have turned in their instructor CLOs worksheets and there was successful dialogue and was very fruitful.

- J. ACCJC March 15, 2015 Report –
Dr. Hancock informed the attendees that he has been working with Ms. Slark (consultant) who has helped with the process and provided feedback. Dr. Hancock has mapped out a timeline and provide a template of the report. Dr. Hancock stated that he will email the table of contents and the outline of the report to this meeting attendees for review. There was further discussion on the ACCJC report. The attendees were informed that Dr. Wallace, Dr. Hancock, Kevin Eoff (online security component), Brian Thieboux (institutional researcher modules) and Dr. Robertson (evaluation of faculty) are assisting in writing of the Report and Dr. Hancock has reached out to others for input and participation. There was discussion. There is a tentative date for April 13, 2015, for the ACCJC site visit that has not been confirmed with the Superintendent/Presidents office.
- K. Integrated Planning Manual –
Dr. Wallace provide a handout of the Draft Integrated Planning Manual and was reviewed with the attendees. Ms. Egan, Mr. Thieboux and Mr. Houston have reviewed and provided their feedback to Dr. Wallace. Dr. Hancock will review and provide his input. The Integrated Planning Manual is in response to ACCJA recommendation #1 – The need to demonstrate the Integration of Planning and Budgeting. There was discussion.
- L. Good of the Order –
Mr. Raman questioned FTEs for this semester. Ms. Hamilton and Dr. Hancock stated that as of last week it was 681.
Dr. Hancock informed the attendees that he will be traveling to Needles tomorrow to meet with Needles Unified School District Superintendent regarding dual enrollment.
Mr. Lee informed the attendees that clocks for the classrooms have been ordered.
Ms. Egan informed the attendees that she is working with the Den committee and the committee will meet tomorrow.
- M. Next Meeting –Full Administrative Council, Monday, March 16, 2015 College Council/Strategic Planning Steering Committee, Tuesday, February 17, 2015 and Full Administrative Council - College Council/Strategic Planning Steering Committee, Tuesday, March 3, 2015.
- N. Adjournment – The meeting was adjourned at 3:52 p.m.