

PALO VERDE COMMUNITY COLLEGE DISTRICT
REGULAR MEETING
BOARD OF TRUSTEES
Claypool Building – 725 West Broadway in Needles – Classroom #10
(and Teleconference held via CL 101 at One College Drive in Blythe)
Tuesday, January 26, 2010
4:30 p.m.

Meeting 10-01

MINUTES

OPENING OF MEETING

The Regular Meeting of the Board of Trustees was called to order by Trustee of the Board, Debbie Schuster, at 4:30 p.m.

The salute to the American Flag was led by Debbie Schuster, Trustee.

Present: Ed Gonzales, President *(arrived in Needles at 5:15 pm)*
Millie Rodriguez, Vice President *(in Blythe)*
Jerry Lewis, Clerk
Ted Arneson, Trustee *(in Blythe)*
Lincoln Edmond, Trustee *(in Blythe)*
Debbie Schuster, Trustee *(in Blythe – left at 6:00 pm)*
Tara Perkins, Student Trustee *(in Blythe)*

Absent: Sam Burton, Trustee

Administrators Present: James Hottois, Superintendent/President *(in Blythe)*
Geri Butler, Vice President of Administrative Services *(in Blythe)*
Diana Rodriguez, Vice President of Student Services *(in Blythe)*
William Smith, Vice President of Instructional Services *(in Blythe)*

Recorder: Jeanie Johnson, Executive Secretary

Visitors/Staff: None

It was moved by Mr. Edmond, seconded by Mr. Arneson, and unanimously carried, that the Minutes of the Regular Meeting of December 8, 2009, be approved.

It was moved by Mr. Lewis, seconded by Mr. Arneson, and unanimously carried, that the Minutes of the Regular Meeting of the PVCCD Financing Corporation of December 8, 2009, be approved.

It was moved by Ms. Arneson seconded by Mr. Edmond, and unanimously carried, that the Agenda for this meeting be approved as submitted.

(These minutes are a concise summary of reports, discussion and actions taken at this meeting. For detailed comments and discussion a tape of the meeting is available to the public for 30 days after the date of this meeting.)

ITEMS FOR DISCUSSION IN CLOSED SESSION

Public Employee Performance Evaluation – 1 Classified Management position. The Board adjourned to closed session at 5:05 pm, returned to open session at 5:08 pm with no action taken.

AT END OF MEETING

Public Employee Performance Evaluation – 5 Administrator positions.

HEARING OF CITIZENS (AGENDA ITEMS)

There were no requests for citizens to speak.

ARCC REPORT

Brian Thiebaut, Accreditation Liaison Officer, provided the ARCC (Accountability Reporting for the California Community Colleges System Office) report for 2009 included loose in Board folders. He requested input from trustees, responded to questions and provided clarification.

REPORTS

Associated Student Body

Tara Perkins, Student Trustee provided the ASB report.

1. Ms. Perkins reported on planned ASB events for February 2010.
2. Middle School students will be visiting the campus February 6th.
3. A Valentine bake sale will be held on February 10th.
4. A Mardi Gras party is scheduled for February 23rd.
5. ASB will have a barbecue on February 24th.

Academic Senate

Dennese Lilley-Edgerton provided an informational report for the Academic Senate. She indicated that the Senate is working on several resolutions.

CSEA

No report.

CCA/CTA

Jason Bram provided a report for the CTA.

1. Mr. Bram stated that an Executive Board Meeting was held on Thursday, January 16th and the next meeting will be February 15, 2010.
2. Local dues are being increased which will provide extra money for CTA Scholarships and a faculty wellness program. Mr. Bram has also requested for funding for field trips.
3. Prizes will be provided for the "Biggest Loser" weight loss competition.

Superintendent/President

1. Dr. Hottois discussed the storm on Thursday, January 21st which caused power outages resulting in the campus closure on Thursday afternoon and all day Friday, January 22, 2010.
2. Dr. Hottois and Mr. Gonzales just returned from attending trustee and legislative workshops in Sacramento. The California Governor's revenue projections will likely fall short and state Community Colleges will suffer more financial cuts. The CEO Board Meeting held discussions regarding continued dissatisfaction with the WASC accrediting commission leadership. There was also discussion about a national movement for community colleges to begin offering baccalaureate degrees which could lead to a move away from Basic Skills which is generally felt to be a bad idea.

REPORTS (continued)

Geri Butler, Vice President of Administrative Services

1. Ms. Butler attended a budget workshop on January 15th whereby the Governor's budget proposal was discussed. The Chancellor's Office expects this will be a long process and more than likely changes will occur so no new news. Ms. Butler will present updates as changes occur.
2. W-2's are being distributed and mailed out. The 1099s were mailed last week.
3. Mr. Adam Houston has been working on switching 1098s (for students) over to Datatel for processing. Hopefully, they will be ready for mailing by Thursday.
4. A teleconference call was held last Thursday regarding the mid-TRAN loan and financial data necessary has been submitted. If all goes well, and all paperwork is submitted by all districts, pricing is anticipated on February 17th with a closing date of March 1st. Funding to each district would follow the next week.
5. Advertising efforts are currently underway for the Director of Nursing position.

Diana Rodriguez, Vice President of Student Services

1. Ms. Rodriguez said in EOPS/DSPS will visit Needles on January 28, 2010.
2. The first Financial Aid disbursements for this semester went out on January 19th.
3. EOPS has issued 108 book grants to date
4. A & R is busy processing current enrollments, grades, etc. Counselors have favorable comments regarding the new systems.
5. All areas continue working on student learning outcomes and program review.

William Smith, Vice President of Instructional Services

1. Mr. Smith said that his office is working on the summer and fall schedules.
2. Needles enrollment appears to have increased.
3. Mr. Smith commented on progress to date on solar efforts.

Board of Trustees Comments and Discussion

1. Ms. Rodriguez announced a Valentine/Sweetheart dance on February 13th. She has tickets for \$35.00.
2. Mr. Gonzales stated that the conference he just attended made him appreciate Dr. Hottos and what he does for the college. There seems to be a lot of friction among Board members from other schools, particularly with the California legislative budget battles which makes it difficult due to unknown outcomes.

Needles Report

1. No report from Needles.

INFORMATION ITEMS

President Gonzales briefly reviewed the list of Information Items.

1. Effective January 1, 2010, the IRS (Internal Revenue Service) has approved a decrease in the mileage rate from 55 cents/mile to 50 cents/mile.
2. Second Read of revised Board Policy 3720 and Administrative Procedures *(for information only)* for Computer and Network Use – *resolution under Action Items.*
3. Revised Administrative Procedure 4235, Credit by Examination *(as information only to Board).*
4. "Degree Verify Agreement for Educational Institutions" with National Student Clearinghouse for student loans and other requestors *(shown loose in Board folders).*
5. Out-of-state travel request for Sharron Burgeson and Cheryl Bruno-Mofu to travel to Parker, Arizona on January 6, 2010, for a high school orientation for the LVN Traditional nursing program.
6. Out-of-state travel request for Cheryl Bruno-Mofu to travel to Parker, Arizona on January 19-20 and January 26-27, 2010, for Traditional VN clinical training.

CONSENT RESOLUTIONS

A blanket motion was made by Mr. Lewis, seconded by Mr. Edmond, and unanimously carried, that the Consent Resolutions be approved as submitted. (Student Advisory Vote: Yes)

A. Instruction

Resolution 10-01 A-1 - CURRICULUM APPROVED AT DECEMBER MEETING

BE IT RESOLVED that the actions of the Curriculum Committee at meeting held on December 17, 2009 (new and revised courses in various curriculum areas), as shown in Reference A-1, be adopted.

Resolution 10-01 A-2 - K-12 ENROLLMENTS - SPRING 2010

BE IT RESOLVED that K-12 students, completing approved college enrollment process, as shown in Reference A-2, be approved to attend classes at Palo Verde College for Spring 2010. Administration is recommending approval subject to space availability in classes.

B. Business

Resolution 10-01 B-1 - REGISTER OF WARRANTS AND FINANCIAL REPORT FOR NOVEMBER AND DECEMBER 2009

BE IT RESOLVED that the Register of Warrants and Financial Report for the period ending November 30, 2009, and December 31, 2009, be approved.

Resolution 10-01 B-2 - NONRESIDENT TUITION FEE FOR 2010-11

BE IT RESOLVED that the nonresident tuition fee for the 2010-2011 fiscal year be established at \$183 per semester unit (was \$190 last year) as computed on a statewide basis and shown in Reference B-2. This change is effective July 1, 2010.

Resolution 10-01 B-3 - CHANGE ORDERS FOR PHASE IV

BE IT RESOLVED that the PVCCD Board of Trustees ratifies the Superintendent/President's authorization of the following change orders for Phase IV (Fine & Performing Arts Complex) as listed below and shown in Reference B-3.

Change Order #01	\$ 44,741.00	Change Order #06	(\$ 6,419.92)
Change Order #02	(8,825.00)	Change Order #07	<i>working on</i>
Change Order #03	<i>being revised</i>	Change Order #08 *	1,410.00
Change Order #04	7,800.00	<u>Change Order #09 *</u>	<u>91,359.24</u>
Change Order #05	(7,689.91)	Total	\$122,375.41

(* need final signatures)

Resolution 10-01 B-4 - CONSULTANT AGREEMENT (MASCHLER)

BE IT RESOLVED that the Palo Verde Community College District approve the Agreement for Consultant Services for Katherine J. Maschler to research and analyze Office Skills Program (including course descriptions), and provide a recommendation to PVC, with compensation of \$125/hour (not to exceed \$10,000), for the period of September 6, 2009, to May 31, 2010.

Resolution 10-1 B-5 - EXTEND CONSULTANT AGREEMENT (HCM GROUP)

BE IT RESOLVED that the Palo Verde Community College District approves extending the Agreement for Consultant Services for the HCM Group (Herman L. Miller) to perform the duties of Interim Director of Title III Project from January 16, 2010, to January 15, 2011, in the amount of \$9,000 (\$6,500 compensation and \$2,500 benefits)/month from funds awarded based on the Title III Grant Agreement.

CONSENT RESOLUTIONS (continued)

B. Business

Resolution 10-01 B-6 - CDC AGREEMENT WITH THE CALIFORNIA DEPT. OF EDUCATION (INSTRUCTIONAL MATERIALS)

BE IT RESOLVED that Palo Verde Community College District approves the resolution and Contract No. CIMS-9436, with the California Department of Education for Instructional Materials in the amount of \$500, to be used by the Don Kuykendall Child Development Center during the period of July 1, 2009, through June 30, 2010.

C. Personnel

(Academic Personnel)

Resolution 10-1 C-1 - PART-TIME INSTRUCTORS/COUNSELORS FOR SPRING SEMESTER 2010

BE IT RESOLVED that part-time instructors/counselors, as shown in Reference C-1, be approved for Spring Semester of 2010.

(Classified Management Personnel)

Resolution 10-1 C-2 - EMPLOYEMENT OF TEMPORARY BUSINESS SERVICES CATEGORICAL PROGRAM MANAGER

BE IT RESOLVED that Cindy Pickering be employed as part-time Business Services Categorical Program Manager, a temporary, 80 hours/month or as needed, "retired annuitant," classified management position, with continuation of current placement on the Classified Management Salary Schedule of Row 6, Step 17 (with benefits), effective January 5, 2010.

Resolution 10-1 C-3 - EMPLOYEE RECLASSIFICATION TO TITLE III PROJECT COORDINATOR/EDUCATIONAL TECHNOLOGIST

BE IT RESOLVED that Larry Turner be reclassified from the Classified Management position of Asst. Project Director/Educational Technologist to Title III Project Coordinator/Educational Technologist, a full-time Classified Management position, with duties as shown in job description in Reference C-3, at a salary level of Row 3, Step 7, on the Classified Salary Schedule, effective January 26, 2010 *(a categorically funded position contingent upon grant funding for Title III)*.

(Classified Personnel)

Resolution 10-1 C-4 - CDC SUBSTITUTE AIDE

BE IT RESOLVED that Minnie Washington be employed as a temporary, "retired annuitant," Substitute Aide for Child Development Center, at a salary placement on the Child Development Salary Schedule of Row 1, Column 1, effective January 26, 2010, and used on an as needed basis.

Resolution 10-1 C-5 - CDC SUBSTITUTE AIDES

BE IT RESOLVED that Elizabeth Maciel, Natalie Martin and Tracy Shipley be employed as Substitute Aides for Child Development Center at a salary placement on the Child Development Salary Schedule of Row 1, Column 1, effective December 21, 2009 (for Maciel), and as soon as possible (for Martin/Shipley), and used on an as needed basis.

CONSENT RESOLUTIONS (continued)

C. Personnel

(Classified Personnel)

**Resolution 10-1 C-6 - PROMOTION OF INSTRUCTIONAL SERVICES SECRETARY
TO EXECUTIVE SECRETARY OF ADMINISTRATIVE SERVICES**

BE IT RESOLVED that Corina Richards be promoted from Instructional Services Secretary to Executive Secretary to the Vice President of Administrative Services, a full-time, 12 month, 8 hours per day, 40 hours per week, CSEA classified position, with a salary placement of Row 7, Step 6 (5% increase), on the Classified Salary Schedule, effective January 26, 2010.

(Student Personnel)

**Resolution 10-01 C-7 - PART-TIME TEMPORARY STUDENT EMPLOYEES
FOR SPRING SEMESTER 2010**

BE IT RESOLVED that part-time temporary student employees (aides, interpreters, tutors peer coordinator/counselors, and peer counselor/recruiters), as shown in Reference C-7, be approved for the Spring Semester 2010.

ACTION ITEMS

B. Business

**Resolution 10-01 B-7 - RESOLUTION AUTHORIZING BORROWING FUNDS FOR
2009-10 MIDYEAR TRAN LOAN**

It was moved by Mr. Lewis, seconded by Ms. Rodriguez, and unanimously carried, that the following resolution be approved, with an amendment in wording as indicated below. (Student Advisory Vote: Yes)

BE IT RESOLVED that the PVCCD Board of Trustees approves the resolution (*shown loose in Trustee folders*), authorizing and approving the borrowing of funds and the issuance and sale of a 2009-10 midyear Tax and Revenue Anticipation Note (TRAN loan) with Wells Fargo Bank National Association, in the ~~maximum amount of~~ **not to exceed \$2,500,000.**

**Resolution 10-01 B-8 - EXTENSION OF CONTRACT WITH FACILITIES PLANNING &
PROGRAM SERVICES, INC. (BEELER)**

It was moved by Mr. Edmond, seconded by Ms. Rodriguez, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: Yes)

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the extension of the contract with Facilities Planning & Program Services, Inc. (Ron Beeler), as shown in Reference B-8, to provide consulting services for facilities planning and program services, in the amount of \$150/hour (*for a total amount not to exceed \$10,000 per year, plus reimbursables not to exceed \$5,000*) for the period of January 1, 2010, to December 31, 2010.

ACTION ITEMS (continued)

B. Business

Resolution 10-1 B-9 - DSPS GRANT PROPOSAL

It was moved by Mr. Lewis, seconded by Mr. Edmond, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: Yes)

BE IT RESOLVED that Palo Verde Community College District approves the DSPS grant proposal, as shown in Reference B-9, for Clarke & Associates Educational Consultants to plan and develop a grant request for DSPS *(it is hoped PVC will be awarded \$200,000/year for five years totaling \$1,000,000 in grant monies although there are no guarantees each year)*, with payment of \$2,000 upon completion of work plus \$4,000 for each year thereafter funds are awarded for the five-year grant beginning November 20, 2009, to September 30, 2015.

Resolution 10-1 B-10 - ELEVATOR MAINTENANCE AGREEMENT (THYSSENKRUPP)

It was moved by Ms. Rodriguez, seconded by Mr. Edmond and unanimously carried, that the following resolution be approved. (Student Advisory Vote: Yes)

BE IT RESOLVED that Palo Verde Community College District approves the "Gold Maintenance Agreement" with ThyssenKrupp Elevator, as shown in Reference B-10, to maintain elevator equipment for the two elevators at the Blythe main campus and one elevator at the Needles Center, at a cost of \$630/month or \$7,560/year, for a period of five years beginning January 1, 2010.

C. Personnel

(Academic Administrative Personnel)

Resolution 10-01 C-8 - PROMOTION OF OCCUPATIONAL EDUCATION MANAGER AND REVISED JOB DESCRIPTION FOR ASSOC. DEAN OF DISTANCE EDUCATION

It was moved by Mr. Lewis, seconded by Mr. Arneson, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: Yes)

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the promotion of George Walters, Occupational Education Manager, from a Classified Management Position to Associate Dean, Career, Technical and Continuing Education, with job description shown in Reference C-8, a full-time 12 month Academic Administrator position at a salary range of M-5, Step 5, on Administrator Salary Schedule, effective February 11, 2010.

BE IT FURTHER RESOLVED that the Associate Dean of Distance Education and Noncredit Programs position be revised to Associate Dean of Distance Education, with a revised job description as shown in Reference C-8, at the same classification (M-5) and salary placement as currently held by Vicki Attaway.

D. Miscellaneous

Resolution 10-01 D-1 - STUDY SESSION FOR FEBRUARY 2010

It was moved by Ms. Rodriguez, seconded by Mr. Edmond, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: Yes)

BE IT RESOLVED that the Study Session for February 9, 2010, is canceled.

ACTION ITEMS (continued)

D. Miscellaneous

Resolution 10-01 D-2 - ACCEPTANCE OF ARCC REPORT

It was moved by Mr. Edmond, seconded by Mr. Lewis and unanimously carried, that the following resolution be approved. (Student Advisory Vote: Yes)

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees has reviewed, discussed and provided input on the ARCC (Accountability Reporting for the California Community Colleges System Office) report for 2009 and approves the submission of this report as written *(report included loose in Board folders)*.

Resolution 10-01 D-3 - REVISED BOARD POLICY 3720, COMPUTER & NETWORK USE

It was moved by Mr. Arneson, seconded by Ms. Rodriguez, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: Yes)

BE IT RESOLVED that Palo Verde Community College District hereby approves revised Board Policy 3720 (and Administrative Procedures as information only), for Computer and Network Use *(shown loose in Board folders)*. This is the second reading and approval.

Resolution 10-01 D-4 - NOMINATION FOR CCCT BOARD ELECTION FOR 2010

After a brief discussion, it was moved by Ms. Rodriguez, seconded by Mr. Arneson and unanimously carried, that the following resolution be tabled with no further action taken. (Student Advisory Vote: Yes)

~~BE IT RESOLVED that Palo Verde Community College District Board of Trustees wishes to nominate the following individual *(must be from Palo Verde Community College District)*, as a candidate for the CCCT (California Community College Trustees) Board: _____ *(the nomination form and biographic sketch form are enclosed loose in trustee folders)*.~~

HEARING OF CITIZENS (NON-AGENDA ITEMS)

None.

AJOURN TO CLOSED SESSION

Public Employee Performance Evaluation – 5 Administrator positions. Adjourned to closed session at 6:10 pm to discuss evaluations of five administrators. Mr. Smith was present for the first part of the meeting.

OPEN SESSION

The Board returned to open session at 6:34 pm. The board heard reports on personnel evaluations for five administrative employees with no action taken.

ADJOURNMENT

It was moved by Mr. Lewis, seconded by Mr. Arneson and unanimously carried, that the meeting be adjourned at 6:36 p.m.

The next Regular Meeting will be held on Tuesday, February 23, 2010, in Blythe.

**Minutes approved at the February 23, 2010
Regular Meeting of the Board of Trustees**

Secretary to the Board