

**PALO VERDE COMMUNITY COLLEGE DISTRICT
REGULAR MEETING
BOARD OF TRUSTEES**

**One College Drive in Blythe – CL 101
(and Teleconference held at 725 West Broadway in Needles – Classroom #10)**

Tuesday, March 23, 2010

4:30 p.m.

Meeting 10-03

MINUTES

OPENING OF MEETING

The Regular Meeting of the Board of Trustees was called to order by President of the Board, Ed Gonzales, at 4:30 p.m.

The salute to the American Flag was led by Trustee Jerry Lewis.

Present: Ed Gonzales, President
Millie Rodriguez, Vice President
Jerry Lewis, Clerk
Ted Arneson, Trustee
Sam Burton, Trustee
Tara Perkins, Student Trustee

Absent: Lincoln Edmond, Trustee
Debbie Schuster, Trustee

Administrators Present: James Hottos, Superintendent/President
Geri Butler, Vice President of Administrative Services
Diana Rodriguez, Vice President of Student Services
William Smith, Vice President of Instructional Services

Recorder: Lindy Stewart, Executive Assistant

Visitors/Staff: Claudia Sandoval, Victor Hernandez, Dennese Lilley-Edgerton,
Kevin Eoff, and Soloman Osayande.

It was moved by Ms. Rodriguez, seconded by Mr. Burton, and unanimously carried, that the Minutes of the Regular Meeting of February 23, 2010, be approved.

Dr. Hottos noted two items that needed to be changed on the agenda. He requested that the Closed Session be moved to the end of the meeting and he provided information to fill in the blanks for Resolution C-14, Instructional Services Secretary, on page 3 of the agenda.

It was moved by Ms. Rodriguez, seconded by Mr. Burton, and unanimously carried, that the Agenda for this meeting be approved with the two amendments noted above.

ITEMS FOR DISCUSSION IN CLOSED SESSION

This item for Closed Session will be discussed at the end of the meeting: Public Employee Discipline/Dismissal/Release.

(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.)

HEARING OF CITIZENS (AGENDA ITEMS)

Ms. Stewart provided President Gonzales with a request from an student to speak. It was determined, that this item will be discussed under the ASB report.

TITLE III PRESENTION (5 Minutes)

Mr. Smith, Vice President of Instructional Services, introduced Herman Miller, Interim Director of Title III, noting that he would be providing a power point presentation this evening on the Title III Grant (*summaries were enclosed loose in Board folders and are available to the public*). His presentation covered the progress to date on the goals of the federal grant to develop a virtual campus through technology assisted distance education programs and services. Larry Turner, Coordinator/Educational Technologist, assisted with the demonstration.

REPORTS

Associated Student Body

Yolanda Sandoval, noted that she was present at this meeting to speak on behalf of the ASB to invite the trustees to a Talent Competition to be held by the ASB on April 30, 2010, in CL 101 at the main campus. Invitations were distributed and Ms. Sandoval provided further details.

Tara Perkins, Student Trustee, provided the ASB report.

1. Ms. Perkins said ASB officer elections will be held on May 3 and 4, 2010, as well as voting for faculty/staff member of the year and Sophomore man/woman of the year.
2. Recent events just completed were: 1) a St. Patrick's Day fundraiser on March 17th; 2) the Miss Blythe Outstanding Teen fundraiser on March 6th; and, 3) the Dare to be Aware Day on March 6th which had many presenters and brought a lot of people to the college.

Mr. Gonzales commented favorably on the number of ASB activities and their involvement.

Academic Senate

Dennese Lilley-Edgerton, President of Academic Senate, provided an report.

1. An Academic Senate meeting was held prior to this meeting resulting in a resolution being passed regarding faculty participation in classes during final exams week which is in compliance with the Education Code and union contract language.
2. A "First Read" of a resolution in connection with the authority of professors to drop students will be sent back for revisions.

CSEA

No report.

CCA/CTA

Victor Hernandez, President, provided a report for the CTA.

1. Mr. Hernandez said their union is currently hosting one of the two workshops to be presented which will be on their CTA contract.
2. On May 4th the other workshop will be held on Sexual Harassment with a state CTA representative providing this information. Human Resources has noted that many of the faculty members need to attend the training. Geri Butler requested that a sign-in sheet be provided at this workshop and then turned in to Human Resources for the files. Ms. Butler clarified that the college pays for other employees to go online to complete Sexual Harassment training but CTA has elected to have their own person come in.
3. Nominations for CTA officer elections will be coming up soon.

Superintendent/President

1. Dr. Hattois said there has been concern for some time that the college would not receive the apportionment in March. State tax revenues have been ahead of projections and as a result the Chancellor's Office has received verbal assurances that this apportionment will be received. If this does not happen, the Board will be asked to hold a Special Meeting to authorize the college to borrow from its COP (Certificates of Participation) funds which are currently committed to one of the construction projects. Once the apportionment comes in the COP funds will be reimbursed.
2. Dr. Hattois said he toured the Fine & Performing Arts Complex yesterday and it is a much more impressive project from the inside. He would like to arrange for the Board to tour the complex within a month or so. The Theatre building will reach its full height this week with roofs being put on the other buildings. He provided further details on the construction.
3. Thursday, March 25th a meeting will be held at the architect's office in San Diego regarding the Claypool Building. Dr. Hattois will report more after this meeting.
4. Regarding Consent Resolution A-8, Cancellation of Summer Session 2010, Dr. Hattois noted that the funded FTES for 2009-10 is 1,830 full-time equivalent students. The January estimate for the current year showed FTES at 1,938 students which would make about 100 FTES unfunded. Therefore, holding Summer Session would not generate any income to cover the cost of holding the session. A sizeable number of community colleges are not offering summer sessions this year. Necessary courses for the nursing programs will be held as scheduled.
5. Dr. Hattois noted the passing of Vicki Attaway's mother, Krista Ponder's mother (Bill Ponder's mother-in-law), and Kevin Eoff's father. The faculty have come up with the idea of planting trees on campus in memory of faculty loved ones which Dr. Hattois thanked them for.
6. The Foundation met last week and authorized support for a fundraiser for the Fine & Performing Arts Complex. The project will seek sponsors for the individual seats in the Theatre with the sponsor's name being permanently affixed to a seat (approximately 400 seats) at a cost of \$200/seat. He provided a sample of the seat armrest. This could result in raising \$80,000 for the Foundation and it will be determined if the Foundation for California Community Colleges Osher fund will be able to match this amount at 50 cents per dollar resulting in a total of \$120,000.

Geri Butler, Vice President of Administrative Services

1. Ms. Butler said there is no exciting news on the budget and it is hoped the deferred March apportionment will be received by the end of this month.
2. All the necessary information for the TRAN loan has not been received so the closing has been delayed. Hopefully this will be completed the first week of April.
3. Another Health/Benefits Fair has been set for April 20th from 10 a.m. to 3 p.m. It was so well attended last year, letters were sent out to over 30 sponsors to participate. Cecy Garcia, Payroll/Benefits Coordinator in Administrative Services, is scheduling this event. The PVC nursing department will be there to conduct health checks.
4. Luanne Schultz, Bookstore Manager, has been working closely with Louise Gallan on Title III regarding e-text books to assist students with cost savings. She explained in further detail how this program works.

Diana Rodriguez, Vice President of Student Services

1. Ms. Rodriguez said all departments and programs in Student Services have just completed their Program Review which will be presented to the Program Review Committee, Budget Committee and then to the Board.
2. Outreach & Events has been working a lot with Datatel, preparing for graduation (both on campus and at prison sites), and the first draft of the Student Handbook has been completed for the academic year.
3. Counseling is working with probation students and graduation checks.

Diana Rodriguez, Vice President of Student Services

4. Financial Aid had a scholarship deadline on March 12th with 65 applications being received compared to 41 in the previous year. Students are being assisted in completing their 2010-2011 FAFSA financial aid applications.
5. CalWORKs is winding down their year and planning their spring event and a year-end luncheon for their students.
6. EOPS has completed their second contact sessions this month for the campus populations and prison sites and will be working with Needles via polycom/webcam. EOPS is also sponsoring with the Mecha student group a theatre performance event for March 31st for Cesar Chavez' birthday.
7. Transfer Programs are working with probation students to prepare for the Fall term. They had a successful trip to UCR (University of California, Riverside) with 27 students participating. Peter Martinez, EOPS Director/Counselor accompanied students on this trip and Mr. Medina, a PVC faculty member, met the group at UCR to assist in orientation. Ms. Rodriguez thanked them for their efforts.
8. DSPS is making a presentation on their program this Thursday, March 25th at the Palo Verde Unified School District Board. They are also working on their program review.
9. Admissions and Records is working on petitions to graduate, Datatel, veteran's files, and midterm deficiency letters have been sent. There is a CCC Confer Training with the Chancellor's Office on April 5th to get all the updates on the MIS reporting and they will attend a CCC Apply workshop in Pasadena on April 22nd.

William Smith, Vice President of Instructional Services

1. Mr. Smith said he and George Walters met today with a focus group regarding the regional training center. The groups attending were law enforcement and firemen throughout Riverside County and Arizona as well. The same individuals in this focus group will be visiting a petroleum industry tomorrow in connection with fire needs for the regional training center. Progress is being made on this long-term project.
2. Dorothy Machula, Assistant Dean at the Needles Center, recently had an operation and things went very well. She should return to work in less than 30 days.
3. Flex Day workshops were conducted this week. Title III did the workshop for the faculty members. A lot of the Flex Days are designed around training.
4. Instructional Services is currently working on four vocational program reviews and also the Library's comprehensive program. These program reviews should be ready for the April Study Session. The Executive Summaries for these five programs will be reviewed this week and then they will go to College Council and then to the Board.
5. Mr. Smith attended the Dare to be Aware event held on March 6, 2010.

Board of Trustees Comments and Discussion

1. Mr. Lewis asked what is our Cap (Capped Enrollment)/FTES and is Needles included in the total count. Dr. Hottis responded that our FTES is 1,830 and confirmed if the enrollment goes over this number money is being lost. Mr. Smith added the college has always had a Cap but over the last few years the state has not given any growth monies. George Walters clarified that growth monies were issued in past years at 3% but this year the state actually cut the Cap. Originally it was anticipated that PVC would be up to 2,000 in Cap but after the cut it went down to 1,830 which basically cuts our budget. Dr. Hottis explained that Cap is based on the previous year's enrollment plus any additional enrollment over that number to establish the new Cap number for the next year. There followed discussion and clarification on this "moving" Cap number.
2. Mr. Arneson said he attended the Dare to be Aware event and said it was a good event. He added that he did miss the Foundation board meeting as he was out of town.

INFORMATION ITEMS

President Gonzales briefly reviewed the list of Information Items. It was confirmed, that Dr. Hottois and Ted Arneson will attend the CCLC Conference on April 30-May 2, 2010.

1. Out-of-state travel request for Mickey Miranda-Copple to travel to Parker, Arizona on February 22-24, March 1-3, 8-10, 15-17, 22-24, 29-31, April 13 & 14, 19-21, 26-28, May 3-5, 10-12, 17-19, 2010, for clinicals for the Fast Track VN nursing program.
2. Withdrawal of PVC as Financial Partner for the Diversity Recruitment Consortium for the National Park Service (*letter dated 2/16/10 and agreement loose in Board folders*).
3. Needles and Spring Street offices "Donation of Services and Space Agreement" with U.S. Census Bureau for the 2010 census (*agreements loose in Board folders*).
4. 2010 CCLC Annual Trustees Conference April 30-May 2, 2010, at Hyatt Regency in Long Beach – Lindy needs to know attendance (*shown loose in board folders*).
5. AP 5030-1 (as information only), for Fees and Tuition (*shown loose in Board folders*).
6. Out-of-state travel request for William Smith and Herman Miller to travel to Washington, D.C. on March 28-31, 2010, for a Title III Director's Meeting.

CONSENT RESOLUTIONS

George Walters provided clarification on the curriculum for the certificate for Metal Fabrication and the number of units various certificates may require. Mr. Walters also provided an update on the solar curriculum. He summarized the work recently being done to develop this curriculum and certificate (in partnership with College of the Desert and Workforce Development for funding). He further elaborated on these efforts, responded to trustee questions, and provided information on the locations of solar projects being planned.

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

A. Instruction

Resolution 10-03 A-6 - CURRICULUM APPROVED AT MARCH MEETING

BE IT RESOLVED that the actions of the Curriculum Committee at meeting held on March 11, 2010 (new and revised courses in various curriculum areas), as shown in Reference A-6, be adopted.

Resolution 10-03 A-7 - K-12 ENROLLMENTS - FALL 2009 AND SPRING 2010

BE IT RESOLVED that K-12 students, completing approved college enrollment process, as shown in Reference A-7, be approved to attend classes at Palo Verde College for Fall 2009 and Spring 2010. Administration is recommending approval subject to space availability in classes.

Resolution 10-03 A-8 - CANCELATION OF SUMMER SESSION 2010

BE IT RESOLVED that based on the recommendation from the Administration and the concurrence of the College Council, the Board of Trustees approve canceling Summer Session 2010 classes with exceptions shown in memo (*shown loose in Board folders or at meeting*).

B. Business

Resolution 10-03 B-17 - REGISTER OF WARRANTS AND FINANCIAL REPORT FOR FEBRUARY 2010

BE IT RESOLVED that the Register of Warrants and Financial Report for the period ending February 28, 2010, be approved.

CONSENT RESOLUTIONS (continued)

B. Business

Resolution 10-03 B-18 - CONSULTANT AGREEMENT (CHUCKAWALLA PRISON)

BE IT RESOLVED that the Palo Verde Community College District approve the Agreement for Consultant Services for the following personnel to provide academic advising services, proctoring, etc. for inmate instruction at Chuckawalla Valley State Prison, for the academic year 2009-2010, for approximately 175 hours per semester @ \$27.00 per hour (\$9,450/fiscal year for each employee): Roger Pickens.

Resolution 10-03 B-19 - STRATA INFORMATION GROUP (AMENDMENT No. 1)

BE IT RESOLVED that Palo Verde Community College District approves Amendment No. 1, as shown in Reference B-19, with no impact to the cost of the project but to extend the time of the project from April 1, 2010, through June 30, 2011.

C. Personnel

(Academic Personnel)

Resolution 10-03 C-13 - PART-TIME INSTRUCTORS/COUNSELORS FOR SPRING SEMESTER 2010

BE IT RESOLVED that part-time instructors/counselors, as shown in Reference C-13, be approved for Spring Semester of 2010.

(Classified Personnel)

Resolution 10-03 C-14 - INSTRUCTIONAL SERVICES SECRETARY

BE IT RESOLVED that Nicole Sulunga be employed as Instructional Services Secretary in the Instructional Services Office at a salary placement on the Classified Salary Schedule of Row 4, Column 3, effective as soon as possible.

(Volunteer Personnel)

Resolution 10-03 C-15 - VOLUNTEER FOR NEEDLES CENTER

BE IT RESOLVED, that James T. Sheffer be approved as a volunteer for the Needles Center, effective as soon as can be arranged and until a time to be determined in the future.

ACTION ITEMS

D. Miscellaneous

Resolution 10-03 D-6 - STUDY SESSION FOR APRIL 2010

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

BE IT RESOLVED that a Study Session will be held on Tuesday, April 13, 2010, in Blythe, to address the Educational Master Plan and Program Reviews.

ACTION ITEMS (continued)

D. Miscellaneous

Resolution 10-03 D-7 - CCCT BOARD OF DIRECTORS ELECTION 2010

Trustees provided input and discussion on individuals to be selected. Dr. Hottois informed trustees that they are not required to pick seven names so they should select the individuals they recommend the most thus enhancing the chances of their selection.

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

BE IT RESOLVED that the Official Ballot for the CCCT (California Community College Trustees) Board of Directors Election for 2010, be submitted as follows to include only 4 names instead of 7 to fill the seven three-year vacancies on the board.

1. Jerry Hart, Imperial CCD
2. Walter G. Howald, Coast CCD
3. Bob Hughlett, Cerritos CCD
4. Eva Kinsman, Copper Mountain CCD

Resolution 10-03 D-8 - ENROLLMENT MANAGEMENT PLAN

Dr. Hottois noted that the Enrollment Management Plan is a project that Diana Rodriguez has been working on for some time and asked trustees to direct any questions to her. Mr. Rodriguez clarified that this plan will not require additional personnel.

It was moved by Mr. Burton, 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 approves the Enrollment Management Plan (*shown loose in board folders*) which was approved the by the College Council/Strategic Planning Steering Committee on 3/17/10.

HEARING OF CITIZENS (NON-AGENDA ITEMS)

None.

CLOSED SESSION

Trustees, the Superintendent/President, and Vice President of Instructional Services adjourned to Closed Session at 5:45 p.m. to discuss: Public Employee Discipline/Dismissal/Release.

OPEN SESSION

Open session reconvened at 6:15 p.m. and it was announced there was no action taken.

ADJOURNMENT

The meeting was adjourned at 6:16 p.m.

A Study Session will be held on Tuesday, April 13, 2010, in Blythe.

The next Regular Meeting will be held on Tuesday, April 27, 2010, in Needles.

**Minutes approved at the April 27, 2010
Regular Meeting of the Board of Trustees**

Secretary to the Board