

(Chamber of Commerce Ribbon Cutting to be held at 3:30 p.m. prior to Board Meeting.)

**PALO VERDE COMMUNITY COLLEGE DISTRICT
REGULAR MEETING
BOARD OF TRUSTEES
725 West Broadway in Needles – Classroom B-10
(and Teleconference held via CL 101 at One College Drive in Blythe)
Tuesday, July 28, 2009
4:30 p.m.**

Meeting 09-12

MINUTES

OPENING OF MEETING

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

The salute to the American Flag was led by Ted Arneson, Trustee.

Present: Debbie Birdsong, President
Millie Rodriguez, Clerk of the Board
Ted Arneson, Trustee
Sam Burton, Trustee *(in Blythe)*
Lincoln Edmond, Trustee *(in Blythe)*
Jerry Lewis, Trustee
Tara Perkins, Student Trustee

Absent: Ed Gonzales, Vice President

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

Recorder: Jeanie Johnson, Executive Secretary

Visitors: None.

It was moved by Mr. Arneson, seconded by Mr. Lewis, and unanimously carried, that the Minutes of the Regular Meeting of June 23, 2009, be approved.

It was moved by Mr. Lewis, seconded by Mr. Edmond, and unanimously carried, that the Agenda for this meeting be approved as amended to cancel the Closed Session at the beginning of the meeting.

ITEMS FOR DISCUSSION IN CLOSED SESSION

(AT BEGINNING OF MEETING)

1. ~~Conference with labor negotiator, Dr. Hottois – GSEA, Chapter 180- (canceled)~~

(AT END OF MEETING)

2. Public Employee Performance: Evaluation of Superintendent/President and presentation of Goals for 2009-10. Board of Trustees evaluation will be held in open session (per Brown Act) at the end of this meeting *(all evaluation documents shown loose in Board of Trustees folders).*

(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)

None.

REPORTS

Associated Student Body

Ms. Tara Perkins, Student Trustee, provided the ASB report.

1. Because the campus was closed on Tuesday July 21st, the installation of new ASB officers has been moved to August 10th.
2. Ms. Perkins had no other items to report.

Academic Senate

No report.

CSEA

No report.

CCA/CTA

No report.

Superintendent/President

1. Dr. Hottis noted that Ms. Butler will discuss the handout regarding the budget report. The Governor was scheduled to sign the revised budget this afternoon. It is expected, that he will exercise his line item veto, but it is unknown at this time which items will be cut. It is uncertain, what the impact of the revisions will be on the community college budgets but further updates will be provided.
2. Dr. Hottis said trustees should have received a report from Mark Butters last week on the progress of the Fine & Performing Arts Complex. It was noted today, that the rebar is in the ground and concrete will be poured in the very near future.
3. A tentative date of September 15th has been set for the Solar Project ribbon cutting.

Geri Butler, Vice President of Administrative Services

1. Ms. Butler presented a picture of the Board Members and Dorothy Machula, Assistant Dean, Needles Center, taken at the first board meeting held in the new building in April. A photo album of the building construction provided by Debbie Mitchell was given to Ms. Machula, Assistant Dean at the Needles Center.
2. Ms. Butler discussed the budget report and stated that the full June apportionments were received, however the July apportionments will be short by \$700,000 deferred until October 2009. The good news is the college received the TRAN's payment of 2.3 million dollars last week.
3. The state budget was signed today by the Governor and a budget workshop will be held at North Orange College on August 18th. Hopefully the college will have enough information after this workshop to finalize the budget.

Diana Rodriguez, Vice President of Student Services

1. Ms. Rodriguez reported that DSP&S has begun preparing for program review and they are continuing with LD assessments.
2. Most of the counselors are on break, per their contracts, but will be back in early August.
3. EOPS/CARE staff will visit ISP on August 4-6 and Needles on August 6 for fall registration.

REPORTS (continued)

Diana Rodriguez, Vice President of Student Services (continued)

4. A & R is working on the final parts of data registration which has involved hours of verification of the data that has been migrated to the new system. They are working with limited staff due to vacations and other types of leave. Ms. Rodriguez expressed her appreciation for the help they are receiving from Henry Flores, temporary Admissions & Records Technician I.
5. CalWORKs is completing their program plan and year-end paperwork.
6. Financial Aid started sending out award letters today. They will be traveling to Needles this week to meet with students and complete files.
7. Datatel preparation and training is still ongoing.

William Smith, Vice President of Instructional Services

1. Mr. Smith said work is being done on federal grants by George Wallace.
2. Vicki Attaway has been at the prisons for registration of inmates in Distance Ed classes.
3. The Instruction office staff is also working diligently on Datatel.
4. Interviews have been conducted for the P.E. Coordinator.
5. Review of Instructional Aide applicants for Office Administration is ongoing.
6. The Instruction Office has been working with the Nursing Department to fill the vacancy created by the retirement of Sue Valenzuela. Information about that is contained in the board agenda.

Needles Report

Dorothy Machula, Assistant Dean, Needles Center, provided a report.

1. The Ribbon Cutting today was an exciting event and Dorothy expressed her thanks for the support of the Board and Administration for the Needles center.
2. Efforts are underway on out-reach and recruitment of students and faculty for the Center. A Mohave Valley Community College job fair was attended last Saturday which may result in some potential instructors.
3. Ms. Machula will be meeting with Dr. Davit, the new Needles Unified School District Superintendent and High School Principal.
4. Dorothy has joined the Mohave Valley Chamber of Commerce.
5. Ms. Machula and George Walters met with the new Fire Chief regarding the Fire Science program.
6. PVC Needles has a great EMT program and the class is filling up quickly.

Board of Trustees Comments and Discussion

1. Mr. Lewis asked about the progress of the on-line registration process and expressed his appreciation for the support of the administration for the Needles center.
2. Ms. Rodriguez congratulated the Needles staff on the opening of the new building and expressed her thanks for the ribbon cutting today.
3. Mr. Arneson asked how the on-line registration would work. Do students actually go on-line themselves, or will the college staff be entering the information for them? Dr. Hottos explained that after the conversion is complete, the students will actually go to the site themselves, but for now, they are continuing with paper forms. Staff members will always be available to assist students as needed even after being completely on-line.
4. Mr. Arneson asked about the increase in registration fees to \$26/unit and the impact on students who have already paid their fees for Fall Semester. Geri Butler said that the college will collect the difference in fees from people who have already paid, but this process has not been worked out yet.
5. Mr. Arneson inquired as to the status of the portable buildings vacated with the move to the new building in Needles. Dr. Hottos and Geri Butler explained that the college is negotiating this with the Needles Unified School District.

INFORMATION ITEMS

Ms. Birdsong briefly reviewed the list of Information Items.

1. First Read of revised Board Policy 2310, Regular Meetings of the Board (*shown loose in folders with changes noted*).
2. 6/25/09 email regarding the next IVTA (Inland Valley Trustees Association) meeting - cancel or teleconference due to budget constraints (*loose in Board folders*).
3. Marcia Zableckis, representative on the state board for California Community College Trustees, called on 7/09/09 to let PVCCD board members know she is available to represent small community colleges (*serves as trustee for Barstow CCD*).
4. First Read of revised Board Policy 5070, Attendance (*shown loose in folders with changes noted*).

CONSENT RESOLUTIONS

Clarification was provided to trustees for questions regarding: Resolution 09-12 A-13.

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

A. Instruction

Resolution 09-12 A-13 - REVISED ACADEMIC CALENDAR FOR 2009/10

BE IT RESOLVED that the Academic Calendar for 2009/10 be revised, as shown in Reference A-13, to include the Monday, January 4, 2010, New Year's Day holiday, which was inadvertently left off the original calendar (*this holiday is in accordance with bargaining unit agreement*).

B. Business

Resolution 09-12 B-51 - REGISTER OF WARRANTS AND FINANCIAL REPORT FOR 6/30/09

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

Resolution 09-12 B-52 - MOU WITH RCC FOR TECH PREP GRANT (DESERT REGIONAL COORDINATION PROJECT)

BE IT RESOLVED that the MOU (Memorandum of Understanding), as shown in Reference B-52, with Riverside Community College District be approved on behalf of the Tech Prep consortia for a Carl D. Perkins Career and Technical Education Tech Prep grant in the amount of \$6,800 to establish a Desert Regional Tech Prep Coordination Project, effective July 1, 2009, to June 30, 2010.

Resolution 09-12 B-53 - MOU WITH RCC FOR TECH PREP ANNUAL GRANT

BE IT RESOLVED that the MOU (Memorandum of Understanding), as shown in B-53, with Riverside Community College District be approved on behalf of the Tech Prep consortia for the annual Carl D. Perkins Career and Technical Education Tech Prep grant in the amount of \$56,000, effective July 1, 2009, to June 30, 2010.

Resolution 09-12 B-54 - RENEW CLINICAL NURSING AGREEMENT FOR 2009-11

BE IT RESOLVED that the clinical agreement between Palo Verde Community College District (for the nursing programs) and John F. Kennedy Memorial Hospital be automatically renewed for an additional two-year period beginning on August 1, 2009, to July 31, 2011.

BE IT FURTHER RESOLVED, that the Supt./President is authorized to sign the "Business Associate Agreement" required by JFK to be in compliance with HIPPA (Health Insurance Portability and Accountability Act), Homeland Security and patient confidentiality (by students) regulations.

CONSENT RESOLUTIONS (continued)

C. Personnel

(Administrative/Academic Personnel)

Resolution 09-12 C-42 - RETIREMENT ADMINISTRATIVE/ACADEMIC EMPLOYEES

BE IT RESOLVED, that the following Administrative/Academic employees have elected to accept the Supplemental Employee Retirement Plan (SERP) with effective dates as listed.

Doretha Jones	Effective June 30, 2009
Quenton Hanson	Effective June 30, 2010
Earl Turner	Effective June 30, 2009
Susanne Valenzuela	Effective June 30, 2009

(Academic Personnel)

Resolution 09-12 C-43 - PART-TIME INSTRUCTORS/COUNSELORS FOR FALL SEMESTER 2009

BE IT RESOLVED that part-time instructors/counselors, as shown in Reference C-43, be approved for Fall Semester 2009.

(Classified Personnel)

Resolution 09-12 C-44 - RETIREMENT OF CLASSIFIED EMPLOYEES

BE IT RESOLVED, that the following classified employees have elected to accept the Supplemental Employee Retirement Plan (SERP) with effective dates as listed.

Mariana Crane	Effective December 31, 2009
Ivan Murray	Effective December 3, 2009
Cindy Pickering	Effective December 31, 2009
Minnie Washington	Effective December 31, 2009

Resolution 09-12 C-45 - TEMPORARY INSTRUCTIONAL AIDE FOR OFA

BE IT RESOLVED, that Callista LaVigne be employed as a temporary Instructional Aide for Office Administration area, at a salary rate of Row 3, Step 1 (\$13.93/hour) on the Classified Salary Schedule, for no more than 19 hours per week effective as soon as can be arranged and until such time as a permanent replacement is hired.

Resolution 09-12 C-46 - VOLUNTEER FOR PVC NEEDLES OFFICE

BE IT RESOLVED, that Myrna Wieczorek be approved as a volunteer for the PVC Needles office effective July 29, 2009, until a time to be determined in the future.

ACTION ITEMS

B. Business

Resolution 09-12 B-55 - CONSULTANT AGREEMENT (DIRECTOR OF NURSING)

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

BE IT RESOLVED that the Palo Verde Community College District authorizes the Supt./President to contract for consultant services for up to two months to perform the duties of Director of Nursing.

ACTION ITEMS (continued)

B. Business

Resolution 09-12 B-56 - AUTHORIZATION FOR APPROVAL OF CONSTRUCTION CHANGE ORDERS (PHASE IV)

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

BE IT RESOLVED that the Board of Trustees approves Resolution B-56 (*shown loose in Board folders*) which delegates authority to the Supt./President to execute change orders associated with the ongoing construction and maintenance for Phase IV (Fine & Performing Arts Complex). Change orders will be presented to the Board for information.

C. Personnel

(Academic Personnel)

Resolution 09-12 C-47 - EMPLOYMENT OF PHYSICAL EDUCATION COORDINATOR

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

BE IT RESOLVED, that Gregory Snider be employed as Physical Education Coordinator, a full-time, certificated, tenured, CTA position with a 207 work day contract, with salary placement on the Academic Salary Schedule determined by education and experience, effective as soon as can be arranged.

(Classified Management Personnel)

Resolution 09-12 C-48 - REVISED JOB DESCRIPTION FOR DIRECTOR OF NURSING

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

BE IT RESOLVED, that a revised job description be approved for a Director of Nursing, with duties as shown in Reference C-48, which changes minimum qualification requirement in education from a Master's to Bachelor's degree. The revised position will be advertised as soon as can be arranged (*this position was formerly held by Sue Valenzuela as Associate Dean of Nursing*).

Resolution 09-12 C-49 - APPOINTMENT OF INTERIM DIRECTOR OF NURSING (BURGESON)

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

BE IT RESOLVED, that Sharron Burgeson be appointed as Interim Director of Nursing, contingent upon completion of requirements for the Board of Vocational Nursing, per the revised job description presented at this meeting, effective as soon as can be arranged. The actual start date and salary information will be reported at the next board meeting.

(Classified Personnel)

Resolution 09-12 C-50 - CSEA CONTRACT AMENDMENT AND MOU

After brief discussion, it was moved by Ms. Rodriguez, seconded by Mr. Edmond, and unanimously carried, that the following resolution be approved (*Mr. Burton was on a short break and absent during this vote*). (Student Advisory Vote: Yes)

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Contract Amendment and MOU (Memorandum of Understanding) *shown loose in board folders*, for CSEA, Chapter 180 bargaining unit.

HEARING OF CITIZENS (NON-AGENDA ITEMS)

None.

BOARD OF TRUSTEES EVALUATION

The Board of Trustees elected to table this item until the next meeting.

CLOSED SESSION

It was moved by Mr. Lewis, seconded by Mr. Arneson, and unanimously carried, that this Closed Session item be tabled to the next meeting.

Public Employee Performance: Evaluation of Superintendent/President and presentation of Goals for 2009-10.

ADJOURNMENT

It was moved by Ms. Rodriguez, seconded by Mr. Arneson, and unanimously carried, that the meeting be adjourned at 5:35 p.m.

The next Regular Meeting will be held on Tuesday, August 25, 2009, in Blythe.

**Minutes approved at the August 25, 2009
Regular Meeting of the Board of Trustees**

Secretary to the Board