

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, October 26, 2010
4:30 p.m.

Meeting 10-13

MINUTES

OPENING OF MEETING

The Regular Meeting of the Board of Trustees was called to order by the Vice President of the Board, Millie Rodriguez, at 4:31 p.m.

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

Present: Millie Rodriguez, Vice President
Jerry Lewis, Clerk
Ted Arneson, Trustee
Sam Burton, Trustee *(In Blythe)*
Lincoln Edmond, Trustee
Debbie Schuster, Trustee *(In Blythe)*

Absent: Ed Gonzales, President
Leo Martinez, Student Trustee

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

Recorder: Jeanie Johnson, Executive Secretary, Needles Center

Visitors/Staff: Derek Cople, Russi Egan, Dorothy Machula, David Silva, George Thomas, George Walters

It was moved by Mr. Lewis, seconded by Mr. Edmond, and unanimously carried, that the Minutes of the Regular Meeting of September 28, 2010, be approved.

Dr. Hottois recommended that the Agenda be amended to move Resolution 10-13 B-94 to the beginning of the agenda (after the information items) in order to accommodate a presentation by Mr. Dave Fanous from Southern California Edison, regarding this project. It was moved by Mr. Lewis, seconded by Mr. Arneson, and unanimously carried, that the Agenda for this meeting be approved as amended.

ITEMS FOR DISCUSSION IN CLOSED SESSION (AT BEGINNING OF MEETING)

1. Conference with Labor Negotiator, Dr. Hottois – Classified Management/Confidential.
2. 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.)

ADJOURN TO CLOSED SESSION

Trustees and Dr. Hottois, adjourned to Closed Session at 4:35 p.m.

RETURN TO OPEN SESSION

Attendees returned from Closed Session at 4:52 p.m. with nothing to report.

HEARING OF CITIZENS (AGENDA ITEMS)

None.

PUBLIC NOTICE/HEARING ON TENTATIVE AGREEMENT FOR CLASSIFIED MANAGEMENT/CONFIDENTIAL EMPLOYEES

At 4:54 p.m. Vice President Rodriguez opened the Public Hearing and asked for comments on the Tentative Agreement dated September 29, 2010, between the PVCCD and Classified Management/Confidential employees (*copies included loose in Board folders and available to the public at the Library and President's Office.*). There being no comments she closed the hearing at 4:55 p.m.

REPORTS

Associated Student Government

No report.

Academic Senate

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

1. Ms. Lilley-Edgerton said they are moving forward and making progress with new resolutions.

CSEA

No report.

CCA/CTA

No report.

Superintendent/President

1. Dr. Hottois asked the Board to refer to a letter from Mike Revino reporting that we have received \$136,526.84 payment on the a settlement that was approved some time ago. There is still a significant balance remaining to be paid towards this settlement, but this is a good start.
2. We have met the criteria for recertification of the phlebotomy program for another three years. Congratulations to Sharron Burgeson for her hard work on this project and many thanks to all who worked on it with her.
3. College Council recommends no summer school be held again this year. We will be at or above CAP by the end of Spring semester. We will attempt to offer all classes needed in the Spring semester. Biology courses for the Nursing program will continue to be held during the summer, just as we did last year.

Geri Butler, Vice President of Administrative Services

1. Dr. Hottois reported on behalf of Ms. Butler, who is absent. The auditors have been on campus conducting their audits and will be here for a few more days.

REPORTS, continued

Diana Rodriguez, Vice President of Student Services

1. Ms. Rodriguez said an Outreach Event/Career Day is scheduled for Nov.16, 2010.
2. DSPS staff is currently working on learning disability assessments.
3. The Fall enrollment is 2684 students (head counts, including distance learning students).
4. Registrar's office is working on transcript evaluations and Datatel related items.
5. EOPS, DSPS and Carina Lin from Vocational Training visited Needles this week met with the Needles students for EOPS and CARE contacts as well as DSPS meetings.
6. CalWORKs funding dollars look really strong with a record enrollment of over 60 students in the program. On December 10th they'll hold their "Gifts for the Holidays" event for children of students who are in that program.
7. Financial Aid is preparing for the second Fall disbursement of Pell Grants and advertising and processing scholarships.
8. October is the month to apply for admissions to the UC campuses. National University participated in a workshop on October 5th and Cal State San Bernardino on October 19th. About 100 students participated in Transfer Day in October.

William Smith, Vice President of Instructional Services

1. Mr. Smith said that his office is working on the Spring Schedule and it is almost ready to go to the printer.
2. The Program Review Committee met and have program reviews ready for the first read and teacher review. In February they'll be ready for the 5 year review.
3. Mr. Arneson asked about the solar programs in Blythe and Mr. Smith asked George Walters to explain that they are working on solar panels. 20 students have taken the National Certification examination and will have results soon. He went on to explain that the Employee Development Department (EDD) selected the students for the program and will assist them in job placement when they complete the program.

Board of Trustees Comments and Discussion

1. Ms. Rodriguez welcomed Mr. Smith back after his surgery. There were no other comments.

Needles Report

1. Dorothy reported that Dr. Hattois and George Walters came up for the quarterly Needles Chamber of Commerce meeting. She expressed her appreciation for their support. Workforce Development was the theme of the meeting and they brought the San Bernardino County representative back to tour the building. Dr. Hattois suggested that maybe they could use our building for some office space in the area and they will be meeting with Dorothy later to see what they can work out.
2. The Needles center will be participating in a Health and Safety Fair on Saturday, November 6th.
3. Needles will also participate in the Needles "Olde Fashioned Christmas Party" on December 4th. The center will host an open house for the public, the "Blue Notes" Jazz Band will entertain with Christmas music throughout the day, and the PVC photography class will be taking free Christmas pictures.
4. Needles students are trying to start a club with Cristen Mann acting as their advisor.
5. Dorothy is involved in several of the local civic organizations to represent PVC in Needles.
6. Needles center has three student tutors via the Basic Skills Initiative who are working with several of our students.

Mr. Dave Fanous from Southern California Edison spoke regarding Resolution 10-13 B-94, Proposal from BSE Engineering, Inc., and that discussion and vote is listed in sequential order of the Action Resolutions.

INFORMATION ITEMS

Vice President Rodriguez asked if there was any discussion regarding the information items, there was no discussion.

1. Revised AP 2015, Student Member(s), as information only *(shown loose in Board folders)*.
2. Second Read of revised BP 2105, Election of Student Members with revised administrative procedure as information only *(shown loose in Board folders)*.
3. Second Read of revised BP 2210, Officers *(shown loose in Board folders)*.
4. Revised AP 2340, Agendas, as information only, *(shown loose in Board folders)*.
5. Revised AP 2360, Minutes, as information only, *(shown loose in Board folders)*.
6. Revised AP 2431, Superintendent/President Selection, as information only, *(shown loose in Board folders)*.
7. Revised AP 2510, Collegial Governance: Participation in Local Decision Making, as information only, *(shown loose in Board folders)*.
8. Revised AP 3600, Auxiliary Organization, as information only, *(shown loose in Board folders)*.
9. Revised AP 3720-1, Student Email Correspondence Policy, as information only, *(shown loose in Board folders)*.
10. Second Read of revised BP 4105, Distance Learning with AP 4105-0, Online Courses, AP 4105-1, Interactive Television (ITV) Courses, AP 4102, Correspondence Education – all APs as information only *(shown loose in Board folders)*.
11. Second Read of revised BP 5030, Fees and Tuition, with AP 5030-0 as information only *(shown loose in Board folders)*.
12. Second Read of revised BP 5400, Associated Students Organization with AP 5400-1, Student Club Procedures as information only *(shown loose in Board folders)*.
13. Second Read of revised BP 5420, Associated Students Finance, with AP 5420 as information only *(shown loose in Board folders)*.
14. Revised AP 5500-1, Standards of Conduct, as information only, *(shown loose in Board folders)*.
15. Revised AP 6300-0, Fiscal Management, as information only, *(shown loose in Board folder)*.
16. Revised AP 7210-0, Permanent Academic Employees: Recruitment and Hiring, as information only, *(shown loose in Board folders)*
17. Revised AP 7250-0, Academic Administrators: Recruitment and Hiring, as information only, *(shown loose in Board folders)*
18. 9/27/10 letter from Palo Verde Valley Community Improvement Fund (CIF) granting the college \$94,703 to establish a truck driving school for up to 20 individuals *(with grant application)*.
19. 2010/2011 PVCCD Organizational Chart approved by College Council on 10/19/10.

CONSENT RESOLUTIONS

It was moved Mr. Lewis, seconded by Ms. Schuster, and unanimously carried, that the Consent Resolutions be approved as submitted. (Student Advisory Vote: None)

A. Instruction

Resolution 10-13 A-23 - CURRICULUM APPROVED AT OCTOBER MEETING

BE IT RESOLVED that the actions of the Curriculum Committee at meeting held on October 14, 2010 *(new and revised courses in various curriculum areas)*, as shown in Reference A-23, be adopted.

Resolution 10-13 A-24 - REVISIONS TO EDUCATIONAL MASTER PLAN

BE IT RESOLVED that the revisions to the Educational Master Plan, as shown in Reference A-24, were approved by College Council on September 7, 2010, are being presented to the Board of Trustees. These revisions will also be made to the existing Educational Master Plan.

CONSENT RESOLUTIONS (continued)

B. Business

**Resolution 10-13 B-89 - REGISTER OF WARRANTS AND FINANCIAL REPORT
FOR SEPTEMBER 2010**

BE IT RESOLVED that the Register of Warrants and Financial Report for the period ending September 30, 2010, be approved.

Resolution 10-13 B-90 - ANNUAL 311 FINANCIAL REPORT

BE IT RESOLVED that the Annual Financial and Budget Report (CCFS-311), for Fiscal Year 2009-10 and Budget Year 2010-11, as prepared by Administrative Services, be approved as submitted to the Chancellor's Office (*see report loose in folders*).

C. Personnel

(Academic Personnel)

**Resolution 10-13 C-47 - PART-TIME INSTRUCTORS/COUNSELORS FOR
FALL SEMESTER 2010**

BE IT RESOLVED that part-time instructors/counselors, as shown in Reference C-47, be approved for Fall Semester 2010.

(Classified Personnel)

Resolution 10-13 C-48 - CDC SUBSTITUTE AIDE

BE IT RESOLVED that Kali Adams, be employed as a Substitute Aide for the Child Development Center at a salary placement on the Child Development Salary Schedule of Row 1, Column 1 (\$8.02/hour), effective as soon as possible, used on an as-needed basis.

Resolution 10-13 C-49 - TEMPORARY REPLACEMENT FOR ADMIN. SERVICES TECH

BE IT RESOLVED that Susie Lindbergh, be employed as temporary Administrative Services Technician during Erin Currier's maternity leave, at an hourly rate of \$22.69/hour beginning November 1, 2010.

(Student Personnel)

**Resolution 10-13 C-50 - PART-TIME TEMPORARY STUDENT EMPLOYEES
FOR FALL 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-50, be approved for the Fall Semester of 2010.

ACTION ITEMS

B. Business

Resolution 10-13 B-91 - AUTHORIZATION FOR TRAVEL EXPENSES (HOLMES)

It was moved by Mr. Edmond, seconded by Mr. Lewis, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: None)

BE IT RESOLVED that the PVCCD approves the payment of expenses for Lisa Holmes, who serves as consultant for Board Policies and Procedures, to attend the CCLC Policy and Procedure Workshop being held in Pasadena on November 18, 2010. The approximate cost will be \$250.00.

ACTION ITEMS (continued)

B. Business

Resolution 10-13 B-92 - AUTHORIZATION FOR TRUSTEE TRAVEL EXPENSES (THOMAS)

It was moved by Mr. Edmond, seconded by Mr. Burton, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: None)

BE IT RESOLVED that the PVCCD approves the payment of expenses for George Thomas, newly elected trustee to take office in December 2010, to attend the CCLC Annual Convention & Conference in Pasadena on November 18-20, 2010, pursuant to memorandum shown in Reference B-92.

Resolution 10-13 B-93 - AGREEMENT WITH SAGE CORPORATION FOR COMMERCIAL DRIVER TRAINING PROGRAM

George Wallace, explained that these classes will be held on the Spring Street campus with a coordinator and instructors present at that site. Classes will be 4-6 weeks long and the first session is projected to begin in January 2011.

It was moved by Mr. Lewis, seconded by Ms. Schuster, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: None)

BE IT RESOLVED that the Palo Verde Community College District approves the agreement with Sage Corporation, as shown in Reference B-93, for a Commercial Vehicle Driver Training Program for 15 students, with compensation to SAGE from Palo Verde College in the amount of \$67,425.

Resolution 10-13 B-94 - PROPOSAL FROM BSE ENGINEERING, INC.

(This resolution was discussed at the first of the meeting before Information Items but listed in sequential order for the minutes.)

Mr. David Fanous, the account executive for Southern California Edison, gave a brief presentation regarding their partnership with California Community Colleges, including the President's office in Sacramento. He explained how they will do an energy savings audit for light fixtures, etc., which could result in significant saving. Approximately \$17,000 a year could be saved if students and staff are included in the conservation efforts. A brief discussion followed.

It was moved by Mr. Lewis, seconded by Ms. Rodriguez, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: None)

BE IT RESOLVED that the PVCCD approves the proposal from BSE Engineering, Inc., shown in Reference B-94, to provide consulting engineering services to determine an energy efficient plan for the PVC campus at costs shown in proposal not to exceed a maximum of \$30,000.

Resolution 10-13 B-95 - AGREEMENT WITH WESTERN INSURANCE COMPANY FOR COMPLETION OF MECHANICAL WORK (PHASE IV)

It was moved by Mr. Edmond, seconded by Mr. Lewis, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: None)

BE IT RESOLVED that the PVCCD Board of Trustees authorize the Superintendent/President to enter into a contract with Western Insurance Company (draft shown loose in board folders) for the completion of the Mechanical Contract work for the Fine and Performing Arts Complex (Phase IV).

ACTION ITEMS (continued)

C. Personnel

(Classified Management/Confidential Personnel)

**Resolution 10-13 C-51 - TENTATIVE AGREEMENT WITH CLASSIFIED MANAGEMENT/
CONFIDENTIAL EMPLOYEES**

It was moved by Mr. Lewis seconded by Mr. Burton, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: None)

BE IT RESOLVED that Palo Verde Community College District approves the Tentative Agreement dated September 29, 2010, between Classified Management/Confidential employees and the District *(shown loose in Board folders)*.

D. Miscellaneous

Dr. Hottos recommended that Resolutions D-21 through D-26 be voted on in a blanket motion.

It was moved by Mr. Lewis, seconded by Mr. Burton, and unanimously carried, that Resolutions D-21 through D-26 be voted on as a blanket motion and approved. (Student Advisory Vote: None)

Resolution 10-13 D-21 - REVISED BP 2105, ELECTION OF STUDENT MEMBERS

BE IT RESOLVED that Palo Verde Community College District hereby approves revised Board Policy 2105 (and Administrative Procedures as information only), Election of Student Members *(shown loose in Board folders)*. This is the second reading and approval.

Resolution 10-13 D-22 - REVISED BP 2210, OFFICERS

BE IT RESOLVED that Palo Verde Community College District hereby approves revised Board Policy 2210, Officers *(shown loose in Board folders)*. This is the second reading and approval.

Resolution 10-13 D-23 - REVISED BP 4105, DISTANCE LEARNING

BE IT RESOLVED that Palo Verde Community College District hereby approves revised Board Policy 4105, for Distance Learning (and Administrative Procedures as Information only: AP 4105-0, Online Courses, AP 4105-1, Interactive Television (ITV) Courses and AP 4105-2, Correspondence Education) *(shown loose in Board folders)*. This is the second reading and approval.

Resolution 10-13 D-24 - REVISED BP 5030, FEES AND TUITION

BE IT RESOLVED that Palo Verde Community College District hereby approves revised Board Policy 5030 (and Administrative Procedures as information only), for Fees and Tuition *(shown loose in Board folders)*. This is the second reading and approval.

Resolution 10-13 D-25 - REVISED BP 5400, ASSOCIATED STUDENTS ORGANIZATION

BE IT RESOLVED that Palo Verde Community College District hereby approves revised Board Policy 5400, Associated Students Organization (and Administrative Procedures as information only), for Student Club Procedures *(shown loose in Board folders)*. This is the second reading and approval.

Resolution 10-13 D-26 - REVISED BP 5420, ASSOCIATED STUDENTS FINANCE

It was moved by Mr. Gonzales, seconded by Mr. Lewis, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: None)

BE IT RESOLVED that Palo Verde Community College District hereby approves revised Board Policy 5420 (and Administrative Procedures as information only), for Associated Students Finance *(shown loose in Board folders)*. This is the second reading and approval.

ACTION ITEMS (continued)

D. Miscellaneous

Resolution 10-13 D-27 - BLANKET APPROVAL FOR BOARD MEMBER COMPENSATION

It was moved by Mr. Burton, seconded by Ms. Schuster, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: None)

BE IT RESOLVED that Palo Verde Community College District hereby approves that in order to comply with paragraph three of BP 2725, Board Member Compensation, as shown in Reference D-27, that blanket approval be given to expenses incurred by Board members during the year. This resolution will be presented and reviewed on an annual basis prior to the beginning of each academic year at the June board meeting.

Resolution 10-13 D-28 - MATRICULATION PLAN

It was moved by Mr. Lewis, seconded by Mr. Burton, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: None)

BE IT RESOLVED that Palo Verde Community College District hereby approves the Matriculation Plan (*shown loose in Board folders*), which was approved at College Council on October 19, 2010.

HEARING OF CITIZENS (NON-AGENDA ITEMS)

None.

ADJOURNMENT

It was moved by Mr. Burton, seconded by Mr. Arneson, and unanimously carried, that the meeting be adjourned at 6:10 p.m.

The next Regular Meeting will be held on Tuesday, November 16, 2010, in Blythe.

**Minutes approved at the November 16, 2010
Regular Meeting of the Board of Trustees**

Secretary to the Board