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, May 25, 2010 4:30 p.m.

Meeting 10-06

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
	Lincoln Edmond, Trustee
	Debbie Schuster, Trustee
	Tara Perkins, Student Trustee (left at 7:03 p.m.)

- Administrators Present: James Hottois, 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: Dennese Lilley-Edgerton, George Thomas, Peter Martinez, Carlos Medina, Leo Martinez, Philip Clinton, Irma Dagnino, June Turner, Larry Turner, George Walters, Christy O'Donnell, Robert Robertson, Richard Castillo, Leticia Guilin, Staci Lee, Steve LaVigne, Teh-Min Brown, Victor Hernandez, Russi Egan, Erin Currier, Cecy Garcia, Louise Gallan, Linda Pratt and other illegible signatures.

Dr. Hottois noted that President Ed Gonzales had a presentation for Ms. Perkins, Student Trustee. This is her last meeting and Mr. Gonzales said it has been the Board's pleasure working with Ms. Perkins and they wished her good luck in furthering her education in San Diego. Mr. Gonzales also presented Ms. Perkins with a plaque and a round of applause.

It was moved by Mr. Burton, seconded by Ms. Schuster, and unanimously carried, that the Minutes of the Regular Meeting of April 27, 2010, be approved.

Dr. Hottois requested that the two items for Closed Session be split with item #1 being heard at the beginning of the meeting and item #2 heard at the end of the meeting. It was moved by Mr. Lewis, seconded by Mr. Edmond, and unanimously carried, that the Agenda for this meeting be approved as amended to split the Closed Session items.

⁽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.)

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

Trustees, the Superintendent/President, and Vice President of Instructional Services, adjourned to Closed Session at 4:37 p.m. to discuss item #1 as follows. Item #2 will be discussed at the end of the meeting.

- 1. Public Employee Discipline/Dismissal/Release.
- 2. Conference with labor negotiator, Dr. Hottois CSEA, Chapter 180.

OPEN SESSION

Attendees returned from Closed Session at 5:16 p.m. and the Superintendent/President presented the following report.

The Board has approved a personnel action against Reva Gilmore captured in memorandum dated March 15, 2010. The rationale for the Board's decision will be contained within another written memorandum.

HEARING OF CITIZENS (AGENDA ITEMS)

None.

PUBLIC NOTICE/HEARING

At 5:17 p.m. President Gonzales opened the Public Hearing for comments on the following items (which were included in Board folders, the Library and available to the public).

- 1. Initial Proposal from CSEA, Chapter 180, to sunshine the Collective Bargaining Agreement for the year beginning July 1, 2010.
- 2. District Proposal to sunshine the Collective Bargaining Agreement with CSEA, Chapter 180, for the year beginning July 1, 2010.

There were no comments and the Public Hearing was closed at 5:18 p.m.

PROGRAM REVIEWS (copies shown loose in Board folders)

The following Program Reviews were presented via white board/power point beginning at 5:21 p.m. and ending at approximately 6:30 p.m. (copies of these presentations are on file with the Permanent Minute file and available to the public).

- 1. Language Arts and Communication Studies Division presenter was Sioux Stoeckle, English Instructor (9 minute report),
- 2. Learning Skills Center presenter was Louise Gallan , Coordinator/Instructor of the Learning Skills Center (20 minute report).
- 3. Library presenter was June Turner, Librarian (8 minute report).
- 4. Student Services presenter was Irma Dagnino, Counselor (15 minute report).

Board President Ed Gonzales thanked all those involved in providing the Program Reviews presented this evening and said it is very gratifying to see all the work being done to assist students in both Blythe and Needles.

REPORTS

Associated Student Body

Tara Perkins, Student Trustee, provided the ASB report.

- 1. Ms. Perkins said ASB held the first Talent Show on April 30th which went well.
- 2. ASB elections were held at the beginning of May and Ms. Perkins announced the new officers for the Academic Year 2010-2011.
- 3. Ms. Perkins said this is her last meeting and she thanked the Board for being able to serve for the past year. She hopes to return after she finishes her education in San Diego.

<u>REPORTS</u> (continued)

Academic Senate

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

- 1. An Academic Senate meeting was held prior to this meeting and all the Senate meetings for next year are set and will be included on the college's Master Calendar.
- 2. The Senate is looking forward to a next year being very busy with a lot of good planning for the students.

<u>CSEA</u>

No report.

CCA/CTA

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

Mr. Hernandez said this will be his last meeting and he announced the new officers for the 2010-11 Academic Year. Trustees thanked him for all his efforts.

Superintendent/President

- 1. Dr. Hottois welcomed the new Student Trustee, Mr. Martinez, and said he is looking forward to swearing him in next month as a Board member.
- 2. The Supt./President reminded trustees that graduation will be held this Friday, May 28th at 11 a.m. with the robing at 10:30 a.m. The speaker will be Scott Lay, CEO of the California Community College League (CCLC). Dr. Hottois provided details on Dr. Lay's interesting background in education and his career dedication to community colleges.
- 3. Dr. Hottois commended the Bookstore for working on information to assist students in saving money on books (i.e. E-books).
- 4. Dr. Hottois commented on the budget saying that thanks should be given to the Governor for his continuing support of post-secondary education in his May revise. Dr. Hottois said to be realistic it is unlikely that community colleges will get all that Governor Schwarzenegger has recommended. He provided further details on various recommendations and discussions under consideration.

Geri Butler, Vice President of Administrative Services

- 1. Ms. Butler said the office of Administrative Services is finalizing loose ends prior to beginning the year-end closing for fiscal year 2009-10.
- 2. The auditors will be on campus the week of June 21st for their pre-audit visit.
- 3. Cheryl Miller, consultant, was on campus last week to work on the Mandated Costs Report.

Diana Rodriguez, Vice President of Student Services

- 1. Admissions and Records has been continuously downloading more CCC applications (electronic applications) for the Fall 2010 term. Electronic applications are also being received from IEC (Industrial Emergency Council) for fire science students as well as noncredit students. This is encouraging as it shows the system is working. As of this past Thursday morning, over 320 students have already applied for the Fall term using the electronic system. More veterans are also being enrolled this term, utilizing their veteran benefits. Enrollment reports, over the past few months, are being uploaded to the Student Clearing House.
- 2. Financial Aid has had a 14% increase in Pell recipients for the 2009-10 academic year. Datatel efforts continue with the process being set up so that students can be informed of their financial aid status via email vs. sending out letters.
- 3. Counseling efforts continue with registration, Datatel, and preparing students for graduation.
- 4. DSPs visited Needles and Ironwood State Prison this month. All the categorical programs had a joint advisory meeting which was very successful. DSPS also hosted tours at PVC to high school students with special needs.

<u>REPORTS</u> (continued)

Diana Rodriguez, Vice President of Student Services (continued)

- 5. Outreach and Events is working on graduation which will be held this Friday at 11 a.m. Robing for the platform party is at 10:30 a.m. Rehearsal for the students is Thursday morning. Last night 25 high school students spent the night on the PVC campus for a retreat. On May 19th staff went to Palo Verde High School and Twin Palms to register students for the Fall term rather than waiting until August.
- 6. EOPS has been busy with priority registration the week of May 3-7, 2010. A very successful outreach event was held by EOPS in Needles on May 13, 2010.
- 7. CalWORKS had a successful Recognition Luncheon as well as being part of the EOPS/DSPS Advisory meeting.

Mr. Gonzales asked if all students had access to a computer. Ms. Rodriguez said there are various locations in town and on campus with computers. Mr. Lewis commended Peter Martinez and EOPS for the all-day event in Needles noting the services and assistance provided were really appreciated. Mr. Martinez thanked Mr. Lewis for directing traffic during the Awards Reception in Needles.

William Smith, Vice President of Instructional Services

- 1. Mr. Smith said the revised curriculum being presented on the agenda this evening is to add prerequisites to courses.
- 2. Program Reviews being presented this evening have been worked on since October 2009 and this completes all of the program reviews for the year (with one incomplete).
- 3. George Walters took the welding program to Region 9 this past week for a "First Read" and hopefully a "Second Read" will be obtained in the fall to update this program.
- 4. Work continues on scheduling in the Office of Instruction.

Board of Trustees Comments and Discussion

- 1. Mr. Arneson said the Foundation had a barbecue which was very successful with almost \$9,000 raised for scholarships. There were further comments on the barbecue sales.
- 2. Mr. Arneson attended a conference hosted by the Community College League (CCLC) along with Dr. Hottois. He noted that at the conference it was stressed that counseling is being given much more importance than in the past due the importance in catching students the first two years after they leave high school. He elaborated further on this conference in connection with basic skills, secondary schools and the K-12 system.
- 3. Mr. Gonzales noted that the PVC Foundation is very supportive of the Blythe community as well as the Needles community.
- 4. Mr. Burton commended Tara Perkins on representing the ASB very well this year. He also congratulated Mr. Martinez. He noted the college's involvement in the "Run to the Wall" event in Blythe.
- 5. Ms. Schuster thanked the ASB for the excellent job they did on the Talent Show and she said she had a really good time being involved with this event.

INFORMATION ITEM

President Gonzales briefly reviewed the Information Item stating that it is an excellent production: Desert Voices – Volume 8, PVC literary magazine (enclosed loose in trustee folders). Dr. Hottois thanked Richard Castillo and Brian Thiebaux for their efforts on this project.

CONSENT RESOLUTIONS

Mr. Arneson had several questions on curriculum which Mr. Smith responded to. Mr. Arneson also commented to Ms. Butler on the quarterly financial report noting that without the transfer of money, which Ms. Butler arranged for, the college would not have been able to make payroll. Mr. Arneson also confirmed the financial status of the Child Development Center as well as asking questions about payments in the Register of Warrants, the SolarReserve agreement, and the use of a student aide in automotive.

A motion was made by Ms. Rodriguez that Resolutions C-20 and C-21 dealing with retroactive payment be moved to Action Items for discussion. After some discussion, an amended motion was made by Mr. Lewis, seconded by Ms. Rodriguez, and unanimously carried, that all the Consent Resolutions be approved with the exception of Resolutions C-20 and C-21 which will be moved to Action Items for discussion. (Student Advisory Vote: None)

A. Instruction

Resolution 10-06 A-15- CURRICULUM APPROVED AT APRIL MEETING

BE IT RESOLVED that the actions of the Curriculum Committee at meeting held on April 22, 2010 (new and revised courses in various curriculum areas), as shown in Reference A-15, be adopted.

B. Business

Resolution 10-06 B-34 - REGISTER OF WARRANTS AND FINANCIAL REPORT FOR APRIL 2010

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

Resolution 10-06 B-35 - QUARTERLY FINANCIAL STATUS REPORT

BE IT RESOLVED that the revised Quarterly Financial Status Report (CCFS-311Q), for quarter ended March 31, 2010, as prepared by Administrative Services and shown in Reference B-35, is accepted as submitted to the Chancellor's Office.

Resolution 10-06 B-36 - JFK CLINICAL NURSING AGREEMENT

BE IT RESOLVED that the Palo Verde Community College District approves the Business Associate Agreement with John F. Kennedy Memorial Hospital which provides additional language to address the HITECH Act and modifications to the HIPAA Privacy Rule, as shown in Reference B-36. The original JFK clinical nursing agreement was approved on August 1, 2009, for a two year period and this new language will become part of that agreement.

Resolution 10-06 B-37 - YEAR-END BALANCING TRANSFERS FY 2009-2010

WHEREAS, the Palo Verde Community College District approves budget transfers and expenditure increases; and

WHEREAS, it appears that a number of budget revisions will be required after the close of the 2009-2010 fiscal year; and

WHEREAS, the governing board of the Palo Verde Community College District has determined that additional income is assured in excess of the amounts previously budgeted, and will be required for budget balancing purposes after the close of the 2009-2010 fiscal year; and

WHEREAS, the governing board of the Palo Verde Community College District can show just cause for the expenditure of such funds;

CONSENT RESOLUTIONS (continued)

B. Business

Resolution 10-06 B-37 (continued)

NOW THEREFORE BE IT RESOLVED, that pursuant to Education Code, Section 85201, (Repealed by Stats 1990, Title V Regulations), the Palo Verde Community College District may appropriate any such excess funds, identify and make such transfers between funds for economic uncertainties and any expenditure classification(s), or balance any expenditure classification(s) of the budget of the Palo Verde Community College District for the 2009-2010 fiscal year as are necessary to permit the payment of obligations of the Palo Verde Community College District incurred during the 2009-2010 fiscal year.

BE IT FURTHER RESOLVED that after all transfers have been made, the Palo Verde Community College District shall submit such transfers to the Palo Verde Community College District Board for ratification. Said ratification shall be limited to major object classification(s) in accordance with the law.

Resolution 10-06 B-38 - ANNUAL REPORT FOR CHILD DEVELOPMENT DIVISION

BE IT RESOLVED that the Palo Verde Community College District approves the Agency Annual Report for the California Department of Education for the Child Development Center, as shown in Reference B-38, and due by June 1, 2010.

<u>Resolution 10-06 B-39</u> - ANNUAL RENEWAL OF STUDENT-RIGHT-TO-KNOW SUBSCRIPTION AGREEMENT (IPEDS)

BE IT RESOLVED that the Palo Verde Community College District approves the renewal of the Student-Right-To-Know agreement with the Chancellor's Office of the California Community College in the amount of \$3,900 per year from July 1, 2010, to June 30, 2011. These are for standard IPEDS (Integrated Postsecondary Education Data System) reports required by federal law for students and processed by the Registrar of Palo Verde College.

Resolution 10-06 B-40 - MAINTENANCE AGREEMENT WITH SOLARRESERVE

BE IT RESOLVED that Palo Verde Community College District approves a Maintenance Agreement, as shown in Reference B-40, with SolarReserve, LLC, for the recently installed meteorological station near the town of Rice, California ("Rice Met Station"), with faculty and personnel hired from PVC's student work program to perform services under this agreement (compensation shown on page 3). This agreement is effective May 25, 2010, and will run for two (2) years and thereafter may be extended for additional one (1) year periods.

C. Personnel

(Academic/Classified/Student Personnel)

Resolution 10-06 C-18 - PERSONNEL FOR SOLARRESERVE AGREEMENT

BE IT RESOLVED that the following personnel will be performing duties as outlined in the SolarReserve agreement and compensated.

Philip Clinton – Project Manager (faculty employee) Jason Bram – Technician (faculty employee) Jonathan Martin – Technician (classified employee) Nicole Barber – Student Technician (student employee)

C. Personnel

(Academic Personnel)

<u>Resolution 10-06 C-19</u> - PART-TIME INSTRUCTORS/COUNSELORS/ADVISORS FOR SUMMER SESSION 2010

BE IT RESOLVED that part-time instructors, counselors and advisors, as shown in Reference C-19 be approved for Summer Session of 2010.

(The following two resolutions were moved to Action Items for discussion.) (Academic Administrative Personnel)

<u>Resolution 10-06 C-20</u> - RETROACTIVE PAYMENT OF LONGEVITY (BUTLER)

BE IT RESOLVED that Geri Butler be paid retroactive pay on longevity steps due to three years of faculty status not counted in previous calculation for 2008/09 and 2009/10.

(Classified Personnel)

<u>Resolution 10-06 C-21</u> - RETROACTIVE PAYMENT OF LONGEVITY (GARCIA)

BE IT RESOLVED that Cecy Garcia be paid retroactive pay on longevity stipend for 10 years of service starting 7/01/09 (additional years added for service in 1990/91, 1991/1992 and 2002/2003).

Resolution 10-06 C-22 - EMPLOYMENT OF HELP DESK TECHNICIAN I (NEEDLES)

BE IT RESOLVED that Robert VanDyne be approved as a part-time "Regular" classified employee (he was previously part-time "Temporary" employee) with the title of Help Desk Technician I for Needles Center (this is an existing job description), at a rate on the Part-Time Hourly Salary Schedule #207, Row 5, Column (step) 3, retroactive to May 7, 2010.

(Volunteer Personnel)

Resolution 10-06 C-23 - VOLUNTEER FOR EOPS

BE IT RESOLVED, that Vincent Nunez be approved as a volunteer as a peer counselor for EOPS, effective as soon as can be arranged and until a time to be determined in the future.

(Student Personnel)

<u>Resolution 10-06 C-24</u> - 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-24, be approved for the Spring Semester 2010.

ACTION ITEMS

A. Instruction

Resolution 10-06 A-16 - PROGRAM REVIEW APPROVAL (COMMUNICATIONS)

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

BE IT RESOLVED that the PVCCD Board of Trustees approves the Program Review as presented this evening for the Language Arts and Communication Studies Division.

ACTION ITEMS (continued)

A. Instruction

Resolution 10-06 A-17 - PROGRAM REVIEW APPROVAL (LSC)

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 the PVCCD Board of Trustees approves the Program Review as presented this evening for the Learning Skills Center.

Resolution 10-06 A-18 - PROGRAM REVIEW APPROVAL (LIBRARY)

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

BE IT RESOLVED that the PVCCD Board of Trustees approves the Program Review as presented this evening for the Library.

Resolution 10-06 A-19 - PROGRAM REVIEW APPROVAL (STUDENT SERVICES)

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

BE IT RESOLVED that the PVCCD Board of Trustees approves the Program Review as presented this evening for Student Services.

B. Business

Resolution 10-06 B-41 - CONTRACT WITH KATHY GANDARA FOR LEGAL SERVICES

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

The Superintendent/President is authorized to contract with the Law Offices of Kathy M. Gandara (the Firm) for the purposes of preparing an investigative report. The Firm's legal fees shall not exceed \$5,000. Other costs (copying, mileage, etc.) shall be paid by the district. The investigative report is to be delivered to the District within 30 days.

C. Personnel

Resolution 10-06 C-25 - EMPLOYMENT OF ASSOCIATE DEAN OF NURSING

Dr. Hottois explained that this resolution authorizes him to approve employment to fill the position of the Associate Dean of Nursing prior to the next board meeting if this opportunity arises as this action is needed as soon as possible. Ms. Butler confirmed, that there are no candidates yet and additional advertising has been done. The position is open until filled.

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 Superintendent/President is authorized to approve the employment of the Associate Dean of Nursing, a full-time academic administrator position, with name, salary and employment start date to be reported at the next meeting.

ACTION ITEMS (continued)

C. Personnel

(The following two resolutions were moved to Action Items for discussion.)

Mr. Lewis moved to table the following two resolutions (C-20 and C-21) until further investigation. Ms. Butler asked if he had questions. Mr. Lewis said this is probably something that is warranted but because this came up so suddenly and due to the state of the budget with funds being scarce he would like the President or whomever to further investigate. Dr. Hottois asked if there was a time limit on this request. Ms. Rodriguez moved that she would like to table these two items until September. Mr. Edmond asked if this type of action has been done before. Ms. Butler confirmed that yes this type of correction has been made in the past, more individuals will receive longevity in July, and, this is not a precedence being set but rather a correction being made on the number of years of experience at the college. Ms. Butler also noted the labor laws regarding payment and she distributed a copy of the Labor Code to trustees. There followed a lengthy discussion regarding this topic with Christy O'Donnell, who was attending the meeting as legal counsel, providing her input on the Code.

It was moved by Mr. Lewis, seconded by Ms. Rodriguez, and carried with six ayes and one nay vote (Schuster), that the following two resolutions be tabled for this meeting and brought back for the next monthly meeting. (Student Advisory Vote: None)

(Academic Administrative Personnel)

Resolution 10-06 C-20 - RETROACTIVE PAYMENT OF LONGEVITY (BUTLER)

BE IT RESOLVED that Geri Butler be paid retroactive pay on longevity steps due to three years of faculty status not counted in previous calculation for 2008/09 and 2009/10.

(Classified Personnel)

<u>Resolution 10-06 C-21</u> - RETROACTIVE PAYMENT OF LONGEVITY (GARCIA)

BE IT RESOLVED that Cecy Garcia be paid retroactive pay on longevity stipend for 10 years of service starting 7/01/09 (additional years added for service in 1990/91, 1991/1992 and 2002/2003).

D. Miscellaneous

Resolution 10-06 D-11- STUDY SESSION FOR MAY 2010

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

BE IT RESOLVED that the Study Session for Tuesday, May 11, 2010, in Blythe, was canceled.

Resolution 10-06 D-12- JUNE BOARD MEETING DATE CHANGE

Dr. Hottois said he would be on a Civil Air Patrol commitment through the weekend prior to June 22nd and polled the board members as to the date best for them have the June meeting. Ms. Butler said June 29th would be better for her department as they have to have the Tentative Budget ready for the June meeting. It was agreed this would be the best date.

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

BE IT RESOLVED that the Board meeting scheduled for June 22, 2010, be changed to Tuesday, June 29, 2010, in Blythe.

HEARING OF CITIZENS (NON-AGENDA ITEMS)

Cecy Garcia asked if the Board of Trustees could set a date so that she could provide an insurance update to trustees. She confirmed that the enrollment period ends on June 30, 2010. After polling trustees (Ms. Rodriguez and Ms. Birdsong do not utilize this insurance), it was agreed, that a Special Meeting will be held on next Tuesday, June 1, 2010, via polycom to trustees in Needles at 2:00 p.m.

CLOSED SESSION (AT END OF MEETING)

The Trustees and Superintendent/President adjourned to Closed Session at 7:35 p.m. to discuss item #2 on the agenda: Conference with labor negotiator, Dr. Hottois – CSEA, Chapter 180.

OPEN SESSION

Open Session reconvened at 8:00 p.m. with nothing to report from Closed Session.

ADJOURNMENT

The meeting was adjourned at 8:02 p.m.

The next Regular Meeting will be held on Tuesday, June 29, 2010, in Blythe. (This date was changed after this meeting by Dr. Hottois, to Thursday, June 24, 2010.)

Minutes approved at the June 24, 2010 Regular Meeting of the Board of Trustees

Secretary to the Board