

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

AGENDA

I. OPENING OF MEETING

1. Call to Order
2. Flag Salute
3. Roll Call

Ed Gonzales, President	_____
Millie Rodriguez, Vice President	_____
Jerry Lewis, Clerk of the Board	_____
Ted Arneson, Trustee	_____
Sam Burton, Trustee	_____
Lincoln Edmond, Trustee	_____
Debbie Schuster, Trustee	_____
Tara Perkins, Student Trustee	_____
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	_____

4. Approval of the Minutes of the Regular Meeting of December 8, 2009.
5. Approval of the Minutes of the Regular Meeting of the PVCCD Financing Corporation of December 8, 2009.
6. Approval of the Agenda for this meeting.

II. ITEMS FOR DISCUSSION IN CLOSED SESSION (AT END OF MEETING)

Public Employee Performance Evaluation – 5 Administrator positions.
Public Employee Performance Evaluation – 1 Classified Management position.

III. HEARING OF CITIZENS (AGENDA ITEMS)

(Members of the public have this opportunity to directly address the Board on agenda items, subject to a five (5) minute time limitation per individual.)

IV. ARCC REPORT

Brian Thieboux, Accreditation Liaison Officer, to provide ARCC (Accountability Reporting for the California Community Colleges System Office) report for 2009 included loose in folders (see Resolution D-2 on page 7).

Board

V. REPORTS

1. Associated Student Body
2. Academic Senate
3. CSEA, Chapter 180
4. CCA/CTA
5. Superintendent/President
 - Geri Butler, Vice President of Administrative Services
 - Diana Rodriguez, Vice President of Student Services
 - William Smith, Vice President of Instructional Services
6. Board of Trustees Comments and Discussion
7. Needles report

VI. 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.

VII. CONSENT RESOLUTIONS

(All consent resolutions will be voted on in one motion with 15 minutes allocated for questions by Board members. After the question period, any Board member may request that any item(s) be moved to the Action Agenda.)

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.

VII. CONSENT RESOLUTIONS (continued)

B. Business

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.

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.

VII. CONSENT RESOLUTIONS (continued)

C. Personnel

(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.

**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.

VII. CONSENT RESOLUTIONS (continued)

(Blanket Motion)

It was moved by _____, and seconded by _____, that

Consent Resolutions be: (approved) (tabled until _____) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Schuster	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

VIII. ACTION ITEMS

B. Business

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

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 \$2,500,000.

It was moved by _____, and seconded by _____, that

Resolution 10-01 B-7 be: (approved) (tabled until _____) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Schuster	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

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

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.

It was moved by _____, and seconded by _____, that

Resolution 10-01 B-8 be: (approved) (tabled until _____) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Schuster	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

VIII. ACTION ITEMS (continued)

B. Business

Resolution 10-1 B-9 - DSPS GRANT PROPOSAL

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.

It was moved by _____, and seconded by _____, that Resolution 10-01 B-9 be: (approved) (tabled until _____) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Schuster	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

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

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.

It was moved by _____, and seconded by _____, that Resolution 10-01 B-10 be: (approved) (tabled until _____) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Schuster	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

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

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.

**VIII. ACTION ITEMS (continued) C. Personnel
(Academic Administrative Personnel)**

Resolution 10-01 C-8 (continued)

It was moved by _____, and seconded by _____, that

Resolution 10-01 C-8 be: (approved) (tabled until _____) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Schuster	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

D. Miscellaneous

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

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

It was moved by _____, and seconded by _____, that

Resolution 10-01 D-1 be: (approved) (tabled until _____) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Schuster	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

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

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)*.

It was moved by _____, and seconded by _____, that

Resolution 10-01 D-2 be: (approved) (tabled until _____) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Schuster	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

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

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.

It was moved by _____, and seconded by _____, that

Resolution 10-01 D-3 be: (approved) (tabled until _____) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Schuster	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

VIII. ACTION ITEMS (continued)

D. Miscellaneous

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

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).*

It was moved by _____, and seconded by _____, that Resolution 10-01 D-4 be: (approved) (tabled until _____) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Schuster	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

IX. HEARING OF CITIZENS (NON-AGENDA ITEMS)

(Members of the public have this opportunity to directly address the Board on items of interest to the public, subject to a five (5) minute time limitation per individual.)

X. AJOURN TO CLOSED SESSION

Public Employee Performance Evaluation – 5 Administrator positions.
Public Employee Performance Evaluation – 1 Classified Management position.

XI. OPEN SESSION

XII. ADJOURNMENT

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