

**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 #8)*

**Tuesday, April 24, 2012**

**5:00 p.m.**

**Meeting 12-07**

**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	_____
George Thomas, Trustee	_____
Frannie Gregory, Student Trustee	_____
Denise Whittaker, Interim Superintendent/President	_____
Kay Ragan, Interim Vice President of Student Services	_____
William Smith, Vice President of Instructional Services	_____

- 4. Approval of the Minutes of the Special Meeting of March 13, 2012.
- 5. Approval of the Minutes of the Regular Meeting of March 27, 2012.
- 6. Approval of the Agenda for this meeting.

**II. ITEMS FOR DISCUSSION IN CLOSED SESSION (AT END OF MEETING WITH REPORTABLE ACTION POSSIBLE IN OPEN SESSION)**

- 1. Conference with Labor Negotiator, Denise Whittaker - CCA/CTA, CSEA, and Non-Represented Employees.
- 2. Conference with Legal Counsel – Existing Litigation pursuant to Government Code Section 54956.9(a) Palo Verde Community College District v. Western Insurance Company.

**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. REPORTS**

- 1. Associated Student Government
- 2. Academic Senate
- 3. CSEA Chapter 180
- 4. CCA/CTA
- 5. Denise Whittaker, Interim Superintendent/President
  - Kay Ragan, Interim Vice President of Student Services
  - William Smith, Vice President of Instructional Services
- 6. Board of Trustees Comments and Discussion

**V. INFORMATION ITEMS**

1. Association of Community College Trustees State of the Association Report July 1, 2010 to June 30, 2011 *(shown loose in Board folders)*.
2. Commencement invitations for Trustees for Palo Verde College, Ironwood and Chuckawalla Valley State Prison Prisons *(shown loose in Board folders)*.
3. Letter from Accrediting Commission for Community and Junior Colleges approving the Substantive Change Proposal *(shown loose in Board folders)*.
4. 2011-2012 Annual Report to the Accreditation Commission for Community and Junior Colleges *(shown loose in Board folders)*.
5. Palo Verde Community College Purchase Order Activity Report, March 1-31, 2012 *(shown loose in Board folders)*.
6. Palo Verde Community College General Fund Cash Analysis for period ending March 31, 2012 *(shown loose in Board folders)*.
7. ACCJC will conduct a Palo Verde College Site Visit Thursday, May 3, 2012, as a follow-up to the Special Report that was submitted on December 15, 2011 *(shown loose in Board folders)*.

**VI. 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 12-07 A-08 – CURRICULUM APPROVED AT MARCH AND APRIL MEETING**  
BE IT RESOLVED, that Palo Verde Community College District Board approves new and revised courses in various curriculum areas, as shown in Reference A-08.

**Resolution 12-07 A-09 – INSTRUCTORS RECOMMENDED TO BE GRANTED EQUIVALENCY**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the following instructors be granted equivalency. A certification of equivalency means only that an applicant has met the minimum qualifications for a discipline, and has been put into a hiring pool. Equivalency is not promise of future employment.

<u>Name</u>	<u>Discipline</u>	<u>Authorization for Service</u>	<u>Valid</u>	<u>Committee Action</u>
Andrade, Lupita	Sociology	Full-Time	Life	Approved 4/2012
Dagnino, Irma	Alcohol & Drug Studies	Full-Time	Life	Approved 4/2012
Medina, Carlos	Sociology	Full-Time	Life	Approved 4/2012
Rivera, Hortensia	Alcohol & Drug Studies	Full-Time	Life	Approved 4/2012
Slagan, Stephanie	Office Technologies	Full-Time	Life	Approved 4/2012

**C. PERSONNEL**

**(Academic/Management/Confidential/Classified Personnel)**

**Resolution 12-07 C-16 – ACCEPTANCE OF PALO VERDE COMMUNITY COLLEGE DISTRICT VOLUNTARY REDUCED ASSIGNMENT**

BE IT RESOLVED, that the Interim Superintendent/President accepts the Palo Verde Community College District Voluntary Reduced Assignment for the following Academic Administrative, Academic, Management/Confidential, and Classified Personnel:

**VI. CONSENT RESOLUTIONS (continued)**

<u>Name</u>	<u>Title</u>	<u>Reduced Assignment</u>	<u>Effective Date</u>
Burgeson, Sharron	Nursing and Allied Health Coordinator	10 month	July 1, 2012
Lujano, Virginia	Executive Secretary to V.P. of Student Services	10.5 month	July 1, 2012
Rayner, Leslie	Instructional Services Secretary	10.5 month	July 1, 2012

**Resolution 12-07 C-17 – REASSIGNMENT TO TEMPORARY/SUBSTITUTE POSITION OF ADMINISTRATIVE SERVICES TECHNICIAN**

BE IT RESOLVED, that Stephanie Slagan be reassigned as Temporary/Substitute Administrative Services Technician, 40 hours per week, at her current placement on the Classified Salary Schedule + 5% out-of-class pay, effective as soon as can be arranged, and ending when the position has been permanently filled.

**Resolution 12-07 C-18 – ACCEPTANCE OF PALO VERDE COMMUNITY COLLEGE DISTRICT INCENTIVE PLAN FOR 49% VOLUNTARY REDUCED ASSIGNMENT**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees accepts the Palo Verde Community College District Incentive Plan for 49% Voluntary Reduced Assignment for the following Management/Confidential Personnel:

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Egan, Eric	Assist. Director of Info. Technology	July 1, 2012

**Resolution 12-07 C-19 – ACCEPTANCE OF PALO VERDE COMMUNITY COLLEGE DISTRICT RESIGNATION INCENTIVE PLAN**

BE IT RESOLVED, that the Interim Superintendent/President accepts the Palo Verde Community College District Resignation Incentive Plan for the following Academic Administrative, Academic, Management/Confidential, and Classified Personnel:

<u>Name</u>	<u>Title</u>	<u>Effective Resignation Date</u>
Hernandez, Victor	EOPS Counselor	July 1, 2012
Mann, Cristen	Director, Needles Center	June 1, 2012

**Resolution 12-07 C-20 – LATERAL TRANSFER OF COUNSELOR TO COOPERATIVE WORK EXPERIENCE COORDINATOR/VOCATIONAL CAREER SPECIALIST**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the lateral transfer for Irma Dagnino from Counselor to Cooperative Work Experience Coordinator/Vocational Career Specialist, effective April 1, 2012, with no change to current salary.

**(Student Personnel)**

**Resolution 12-07 C-21 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR SPRING SEMESTER 2012**

BE IT RESOLVED, that the following part-time temporary student employees (student aides, interpreters/student services clerks, tutors, peer counselor/coordinators, and peer counselor/recruiters) be approved for Spring Semester 2012:

Brown, Ashlee	Peer Counselor	DSP&S
Thevinin, Melinda	Student Services Clerk	Fiscal Services Office

**VI. CONSENT RESOLUTIONS (continued)**

**(Volunteer Personnel)**

**Resolution 12-07 C-22 – VOLUNTEER FOR OUTREACH**

BE IT RESOLVED, that Maria Lopez be approved as a volunteer for Outreach/Student Services, effective May 1, 2012, until a time to be determined in the future.

***(Blanket Motion)***

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Consent Resolutions be: (approved) (tabled until \_\_\_\_\_) (denied).

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

Motion carried/lost; Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**VII. ACTION ITEMS**

**B. Business**

**Resolution 12-07 B-26 – SERVICE AGREEMENT WITH CREDENTIALS INC.**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Service Agreement with Credentials Inc., as shown in Reference B-26, for automated transcript processing service TranscriptsPlus and software interface RoboRegistrar in the amount of \$5,000. Once implemented, this agreement will bring Palo Verde College into compliance with AB1056, which requires Community Colleges to convert from a paper-based transcript process to an electronic system.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 12-07 B-26 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

Motion carried/lost; Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**Resolution 12-07 B-27 – RATIFICATION OF AGREEMENT WITH DEPARTMENT OF GENERAL SERVICES/OFFICE OF ADMINISTRATIVE HEARINGS**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the ratification of the Agreement with Department of General Services/Office of Administrative Hearings, effective immediately and ending June 30, 2014, not to exceed \$48,000, as shown in Reference B-27.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 12-07 B-27 be: (approved) (tabled until \_\_\_\_\_) (denied)

**VII. ACTION ITEMS (continued)**

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

Motion carried/lost; Aye\_\_\_\_\_ No\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_

**C. Personnel**

**(Classified)**

**Resolution 12-07 C-23 – REVISED JOB DESCRIPTION FOR ADMINISTRATIVE SERVICES TECHNICIAN**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the revised job description, as shown in Reference C-23, for Administrative Services Technician, with no change to classification, a CSEA classified position, full-time, 12 months, 40 hours per week position.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 12-07 C-23 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

Motion carried/lost; Aye\_\_\_\_\_ No\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_

**D. Miscellaneous**

**Resolution 12-07 D-18 – CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD ELECTION 2012**

BE IT RESOLVED, that the Official Ballot for the California Community College Trustees (CCCT) Board Election for 2012, be submitted as follows (candidate information and ballot shown loose in Board folders):

(There are eight three-year vacancies on the Board)

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 12-07 D-18 be: (approved) (tabled until \_\_\_\_\_) (denied).

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

Motion carried/lost; Aye\_\_\_\_\_ No\_\_\_\_\_ Abstain\_\_\_\_\_ Absent

**VII. ACTION ITEMS (continued)**

**Resolution 12-07 D-19 – ACCEPTANCE OF DONATION FROM PALO VERDE COLLEGE FOUNDATION**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees accepts the donation of a 1993 Ford Pick Up from Palo Verde College Foundation to be used for the Automotive Technology Program.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 12-07 D-19 be: (approved) (tabled until \_\_\_\_\_) (denied).

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

Motion carried/lost; Aye\_\_\_\_\_ No\_\_\_\_\_ Abstain\_\_\_\_\_ Absent

**Resolution 12-07 D-20 – CAMPUS CLOSURE JULY 2-16, 2012**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the recommendation of the Interim Superintendent/President, in consultation with College Council/Strategic Planning Steering Committee and Budget Committee, to close Palo Verde College from July 2-16, 2012, to conserve energy and potentially save dollars in other areas of the budget. Negotiations with CSEA will be held to determine if the time is without pay as part of the budget cuts, or mandated vacation. Exceptions to work will be justified and determined by the Interim Superintendent/President if deemed operationally necessary.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 12-07 D-20 be: (approved) (tabled until \_\_\_\_\_) (denied).

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

Motion carried/lost; Aye\_\_\_\_\_ No\_\_\_\_\_ Abstain\_\_\_\_\_ Absent

**Resolution 12-07 D-21 – BOARD OF TRUSTEES STUDY SESSION FOR MAY 8, 2012**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees will conduct a Study Session on Tuesday, May 8, 2012 in Blythe to address the development of District Budget.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 12-07 D-21 be: (approved) (tabled until \_\_\_\_\_) (denied).

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

Motion carried/lost; Aye\_\_\_\_\_ No\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_

**VIII. 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.)

**IX. ADJOURN TO CLOSED SESSION (POSSIBLE REPORTABLE ACTION IN OPEN SESSION)**

1. Conference with Labor Negotiator, Denise Whittaker - CCA/CTA, CSEA, and Non-Represented Employees.
2. Conference with Legal Counsel – Existing Litigation pursuant to Government Code Section 54956.9(a) Palo Verde Community College District v. Western Insurance Company.

**X. OPEN SESSION**

**XI. ADJOURNMENT**

A Study Session will be held on Tuesday, May 8, 2012, in Blythe.

The next Regular Meeting will be held on Tuesday, May 22, 2012, in Blythe.