

**PALO VERDE COMMUNITY COLLEGE DISTRICT**  
**STUDY SESSION/REGULAR MEETING**  
**BOARD OF TRUSTEES**  
**One College Drive in Blythe – CL 101**  
**Tuesday, June 14, 2011**  
**4:30 p.m.**

**Meeting 11-06**

**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	_____
Jeneane Quist, 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 May 24, 2011.
5. Approval of the Agenda for this meeting.

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

1. Conference with Legal Council: Significant Exposure to Litigation and Anticipated Litigation pursuant to Government Code sections 54956.9(b) and (c) - one case.
2. Conference with Labor Negotiator, Dr. Hottois and Mr. Smith – CCA/CTA.

**III. OPEN SESSION**

**IV. 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.)

**V. PUBLIC NOTICE/HEARING**

Open the Public Hearing on the following item *(copies of proposals loose in Board folders)*.

1. Proposal regarding Health Savings Accounts for 2011-2012, CSEA, Chapter 180, Article 3: Compensation and Health and Welfare Benefits.

**VI. STUDY SESSION/DISCUSSION OF REORGANIZATION PLANS (1) SUPERINTENDENT/PRESIDENT'S OFFICE (CONSULTANT REPORT) AND (2) ADMINISTRATIVE SERVICES REORGANIZATION PLANS FOR NEXT YEAR - MEMO**

*(shown loose in Board folders)*.

See Resolution 11-06 D-16

## VII. REPORTS

1. Associated Student Government
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

## VIII. INFORMATION ITEMS

1. Letter to Employment Development Department, Sacramento, CA, requesting to apply for Green Jobs SFP 2010/2011 WIASFP11-3 grant *(shown loose in Board folders)*.
2. Annual Classified Employee Evaluations have been completed.
3. Letter from Peter Wright, Director of Emergency Planning and Preparedness on behalf of Chancellor Jack Scott, grant award of \$1,500 has been awarded to Palo Verde College *(shown loose in Board folders)*.
4. Trustee memo - Draft Policy on Energy and Sustainability *(shown loose in Board folders)*.
5. Solar Trust of America Reception Friday, June 17, 2011 invitation *(shown loose in Board folders)*.
6. First Read of proposed revision to Board Policy 2725 Board Member Compensation *(shown loose in Board folders)*.

## IX. 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 11-06 A-23 – CURRICULUM APPROVED AT MAY MEETING**

BE IT RESOLVED that the actions of the Curriculum committee at meeting held on May 26, 2011, new and revised courses in various curriculum areas *(shown loose in Board folders)*.

### B. Business

#### **Resolution 11-06 B-43 - REGISTER OF WARRANTS AND FINANCIAL REPORT FOR MAY 2011**

BE IT RESOLVED that the Register of Warrants and Financial Report for the period ending May 31, 2011, be approved *(shown loose in Board folders)*.

#### **Resolution 11-06 B-44 - GANN LIMIT WORK SHEET 2011-2012**

BE IT RESOLVED that the Gann Limit Work Sheet for 2011-2012, as prepared by Administrative Services, as shown in Reference B-44, be approved for submission to the Chancellor's Office.

X. CONSENT RESOLUTIONS (continued)

**Resolution 11-06 B-45 - ANNUAL REVIEW AND RENEWAL OF INSTRUCTIONAL SERVICE AGREEMENTS (PUBLIC SAFETY)**

BE IT RESOLVED that the following Agreements of Partnerships between Palo Verde Community College District and the following agencies (for purposes of joint training efforts in support of Fire, Hazardous Materials, Public Safety and related training) have been annually reviewed and a decision made to continue the contracts for 2011-2012.

<u>Agency</u>	<u>Location/Area</u>	<u>Date of Agreement</u>
California Highway Patrol	Riverside, CA	03/10/04 *
City of Needles	Needles, CA	02/28/06 *
Industrial Emergency Council	San Carlos, CA	07/01/91 *
La Habra Heights Fire Department	La Habra Heights, CA	06/25/02 *
Riverside County Fire Department	Riverside, CA	07/01/00
Riverside County Sheriff's Department	Riverside, CA	06/24/03
West Covina Fire Department	West Covina, CA	09/24/02
Workplace Safety/Blythe Fire Dept.	Chandler, AZ	01/27/04 *

(\* Agreement updated to "Master Agreement " format)

**Resolution 11-06 B-46 - CONSULTANT AGREEMENTS (IRONWOOD PRISON)**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the Agreement for Consultant Services for the following personnel, to provide academic advising services, proctoring, etc. for inmate instruction at Ironwood State Prison, for the academic year 2011-2012, for approximately 175 hours per semester at \$27.00 per hour (\$9,450/fiscal year for each employee).

Lewis, Colleen                      Wilcutt, Paula

**Resolution 11-06 B-47 - CONSULTANT AGREEMENTS (CHUCKAWALLA PRISON)**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the Agreement for Consultant Services for the following personnel to provide academic advising services, proctoring, etc. for inmate instruction at Chuckawalla Valley State Prison, for the academic year 2011-2012, for approximately 175 hours per semester at \$27.00 per hour (\$9,450/fiscal year for each employee):

Lewis, Jerry                      Plummer, Roy                      Spitt, Joseph

**B. Business**

**Resolution 11-06 B-48 - FOOD SERVICE CONTRACT (2011-2014)**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the annual food service contract with Xia Smith beginning July 1, 2011, to June 30, 2014 (with terms the same as in past years).

**Resolution 11-06 B-49 - SECURITY CONTRACT FOR FY 2011-2012**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the contract with Source 1 Security, to provide security services for the PVC campus at One College Drive for fiscal year 2011-2012, as shown in past years, at a decreased rate of \$17.75/hour for service provided by a security officer assigned/scheduled to clients property, effective July 1, 2011, to June 30, 2012.

**XI. CONSENT RESOLUTIONS (continued)**

**Resolution 11-06 B-50 – ANNUAL REPORT FOR CHILD DEVELOPMENT DIVISION**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the Agency Annual Report for the California Department of Education of the Child Development Center, as shown in Reference B-50, and due by June 30, 2011.

**Resolution 11-06 B-51 – PALO VERDE UNIFIED SCHOOL DISTRICT/PALO VERDE HEADSTART**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the agreement with Palo Verde Unified School District/Palo Verde Headstart to provide the clinical experiences required by the Vocational Nursing, Emergency Medical Technicians students enrolled in these programs.

**Resolution 11-06 B-52 – CHANGE ORDERS FOR PHASE IV**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees ratifies the Superintendent/President's authorization of the following change orders for Phase IV (Fine and Performing Arts Complex) as listed below, as shown in Reference B-52.

Change Order #39  
(\$1,577.98)

Change Order #50  
\$8,809.75

Change Order #51  
(\$4,132.85)

Change Order #52  
(\$1,190.00)

**Resolution 11-06 B-53 – CONSULTANT AGREEMENT (RAMIREZ)**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the Agreement for Consultant Services for Sarah Ramirez, of Whittier, CA, to provide services for assessment services of the rSmart/Sakai Learning Management System and assist faculty and staff with the creation of web pages for Title III goals at the rate of \$30 per hour, not to exceed \$7,000.

**Resolution 11-06 B-54 – CONSULTANT AGREEMENT (BETTINO)**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the Agreement for Consultant Services for M. L. Bettino, of Ranchos Palos Verdes, CA, to provide services to Oversee the Learning Management System (rSmart and The Bridge) and the Title III grant, Facilitate training of faculty and staff, Site visits at least once a month and weekly conference calls with staff, Daily monitoring of the Learning Management System, Daily phone and email access to faculty and staff, at the rate of \$5,000 per month.

**Resolution 11-06 B-55 – CONSULTANT AGREEMENT (BRAHMBHATT)**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees authorizes the Superintendent/President to enter into an Agreement with C. M. Brahmahatt for Consultant Services in support of the Office of Fiscal Services and Human Resources. The Agreement shall be reported to the Board of Trustees at their next regular meeting.

**XII. CONSENT RESOLUTIONS (continued)**

**Resolution 11-06 B-56 – CONSULTANT AGREEMENT (BUTLER)**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees authorizes the Superintendent/President to enter into an Agreement with Geraldine Butler for Consultant Services in support of the Office of Fiscal Services and Human Resources. The Agreement shall not exceed \$10,000 in a twelve month period. The details of the Agreement shall be reported to the Board of Trustees at their next regular meeting.

**C. Personnel**

**(Academic Administrative Personnel)**

**Resolution 11-06 C-36 - ACTING SUPERINTENDENT/PRESIDENT**

BE IT RESOLVED that effective July 1, 2011, William J. Smith is authorized to serve as Acting Superintendent/President for the purpose of emergencies at any time that the Superintendent/President is away from the District and is unavailable to take action. In the event that the Superintendent/President position is vacated, Mr. Smith shall serve as acting Superintendent/President until such time as the Board of Trustees of the Palo Verde Community College District acts to appoint either an interim or permanent replacement. This authorization shall expire on June 30, 2012, or on his last day of service if Mr. Smith leaves the position of Vice President of Instructional Services of Palo Verde College before June 30, 2012.

**(Academic Personnel)**

**Resolution 11-06 C-37 - PART-TIME INSTRUCTORS FOR PUBLIC SAFETY PROGRAMS**

BE IT RESOLVED that part-time instructors, as shown in Reference C-37, be approved for Public Safety Programs, for an annual blanket approval from July 1, 2011, to June 30, 2012.

**Resolution 11-06 C-38 – PART-TIME INSTRUCTORS/COUNSELORS FOR SUMMER SESSION 2011**

BE IT RESOLVED that part-time instructors/counselors, as shown in Reference C-38, be approved for Summer Semester of 2011.

**(Student Personnel)**

**Resolution 11-6 C-39 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR SUMMER SEMESTER 2011**

BE IT RESOLVED that part-time temporary student employees (aides, interpreters, tutors, peer coordinator/counselors, and peer counselor/recruiters), as shown in C-39, be approved for the Summer Semester 2011.

***(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\_\_\_\_\_

**XIII. ACTION ITEMS**

**B. Business**

**Resolution 11-06 B-57 - TENTATIVE BUDGET FY 2011-2012**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the tentative budget for fiscal year 2011-2012 *(shown loose in Board folders)*.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 11-06 B-57 be: (approved) (tabled until \_\_\_\_\_) (denied).

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

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

**Resolution 11-06 B-58 – PROPOSAL FOR FACILITY PLANNING SERVICES (CANNON)**

BE IT RESOLVED that the Palo Verde Community District Board of Trustees approves the proposal, as shown in Reference B-58, from Merle E. Cannon, Education Planning Consultant, to update Palo Verde College’s Five Year Construction Plan, Space Inventory Update, IPPs Other Facility Planning Services as needed at \$90 per hour for a total of \$9,500. These updates are for the 2011-2012 fiscal year.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 11-06 B-58 be: (approved) (tabled until \_\_\_\_\_) (denied).

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

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

**Resolution 11-06 B-59 - PURCHASE OF NEW COLLEGE VEHICLES**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees authorizes the Superintendent/President to purchase two new vehicles and dispose of existing vehicles for college use, at the best price that can be obtained and when purchased report back to the Board with the final cost information.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 11-06 B-59 be: (approved) (tabled until \_\_\_\_\_) (denied).

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

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

XIII. ACTION ITEMS (continued)

C. Personnel

(Confidential Personnel)

**Resolution 11-06 C-40 - ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT/PRESIDENT AND THE COLLEGE FOUNDATION REVISED JOB DESCRIPTION AND TITLE CHANGE**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the job description and title change for Denise Hunt as shown in Reference C-40, effect July 1, 2011.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 11-06 C-40 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 11-06 C-41 - ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT/PRESIDENT AND THE BOARD OF TRUSTEES REVISED/RECLASSIFIED JOB DESCRIPTION**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the job description and authorizes the Superintendent/President to advertise and hire for this position and a report will be given to the Board of Trustees at its July meeting, as shown in Reference C-41.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 11-06 C-41 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**XIII. ACTION ITEMS (continued)**

**(Classified Personnel)**

**Resolution 11-06 C-42 – DSSS EDUCATIONAL ASSISTANT REVISED JOB DESCRIPTION**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the revised job description with changes, as shown in Reference C-42, for a DSSS Educational Assistant, Classified position, part-time, not to exceed 19 hours per week, 10 month position, and dependent upon federal funding of the DSSS grant.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 11-06 C-42 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 11-06 C-43 – EMPLOYMENT OF DSSS EDUCATIONAL ASSISTANT**

BE IT RESOLVED that \_\_\_\_\_ be employed as DSSS Educational Assistant, a part-time, not to exceed 19 hours per week, 10 month position, and dependent upon federal funding of the DSSS grant, CSEA classified position, with salary placement on the Classified Salary Schedule of Row\_\_\_\_, Step\_\_\_\_, and effective \_\_\_\_\_.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 11-06 C-43 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 11-06 C-44 – AGREEMENT WITH CSEA, CHAPTER 180**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves amendments to Article III, Section 6, of the existing agreement between the District and the California School Employees Association, Chapter 180 permitting and encouraging members of the Association to opt for an Health Savings Account based Health Plan (referred to as HSA/CDHP/PPO) (shown loose in Board folders).

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 11-06 C-44 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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



**XIII. ACTION ITEMS (continued)**

**D. Miscellaneous**

**Resolution 11-06 D-15 - BOARD OF TRUSTEES AND SUPT./PRESIDENT EVALUATION DOCUMENTS**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees hereby approves the evaluation documents (*shown loose in Board of Trustee folders only*) to conduct the Board of Trustees annual evaluation at the July 26, 2011, meeting. The evaluation of the Superintendent/President will also be conducted at that meeting in Closed Session.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 11-06 D-15 be: (approved) (tabled until \_\_\_\_\_) (denied).

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

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

**Resolution 11-06 D-16 - STUDY SESSION/DISCUSSION OF REORGANIZATION PLANS (1) SUPERINTENDENT/PRESIDENT'S OFFICE (CONSULTANT REPORT) AND (2) ADMINISTRATIVE REORGANIZATION PLANS FOR NEXT YEAR (MEMO)**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees has received and reviewed the Administrative Reorganization Plans for next year (*shown loose in Board of Trustee folders*).

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 11-06 D-16 be: (approved) (tabled until \_\_\_\_\_) (denied).

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

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

**XIV. 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.)

**XV. ADJOURNMENT**

The next Regular Meeting will be held on Tuesday, July 26, 2011, in ~~Needles~~ (Needles Center closed) Blythe.