

PALO VERDE COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

BOARD OF TRUSTEES

One College Drive in Blythe – CL 101

Tuesday, July 26, 2011

4:30 p.m.

Meeting 11-07

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 _____
 Jeneane Quist, Student Trustee _____

James Hottois, Superintendent/President _____
 Diana Rodriguez, Vice President of Student Services _____
 William Smith, Vice President of Instructional Services _____
 George Walters, Education/Director of Fiscal and _____
 Human Resources _____

- 4. Approval of the Minutes of the Regular Meeting of June 14, 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, Mr. Brahmhatt, Ms. Rodriguez, Mr. Smith and Mr. Walters – CCA/CTA.

III. OPEN SESSION

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

- 1. Public Employee Performance: Evaluation of Superintendent/President and presentation of Goals for 2011-2012. Board of Trustees evaluation will be held in open session (per Brown Act) at the end of this meeting.

V. 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.)

VI. PUBLIC NOTICE/HEARING

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

- 1. Memorandum of Understanding between the Palo Verde Community College District and the California School Employees Association, Chapter 180, HSA (Health Savings Account) Contributions on behalf of SERP (Supplemental Early Retirement Plan) for retirees.

VII. PUBLIC NOTICE / HEARING ON AGREEMENT FOR CLASSIFIED MANAGEMENT/ CONFIDENTIAL EMPLOYEES

Open Public Hearing and take comments on Agreement dated June 15, 2011, 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.*). Close hearing.

REPORTS

1. Associated Student Government
2. Academic Senate
3. CSEA, Chapter 180
4. CCA/CTA
5. Superintendent/President
 - Diana Rodriguez, Vice President of Student Services
 - William Smith, Vice President of Instructional Services
 - George Walters, Director of Fiscal and Human Resources
6. Board of Trustees Comments and Discussion

VIII. INFORMATION ITEMS

1. Renumbering of Board Policies and Administrative Procedures to correspond with the Community College League of California Board Docs and renaming of old Administrative Procedure 5500-1 Student Discipline Procedures (*shown loose in Board folders*).
2. Second Read and approval of proposed revision to Board Policy 2725 Board Member Compensation (*shown loose in Board folders*).
3. The Superintendent/President accepts the resignation and acceptations for Supplemental Retirement Plan participant as follows:
Irene Rayford from December 30, 2011 to September 30, 2011
4. Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges reviewed the Midterm Report at its June 8-10, 2011 meeting and it was found that Palo Verde College fulfilled its requirement as addressed by the Commission. The next comprehensive evaluation for Palo Verde College will occur in Spring 2014 (*shown loose in Board folders*).
5. The Internal Revenue Service (IRS) has announced that, beginning July 1, 2011, the standard mileage reimbursement rates for the use of personal vehicle will increase to 55.5 cents per mile for business miles driven (*shown loose in Board folders*).
6. Small Business Economic Development Committee Advisory members for year 2011-2012: Jay Abbs, Leslie Rayner and Jim Shipley.
7. Out-of-State travel for Sharron Burgeson and Silvia Lainez to Lake Havasu City, Arizona to review clinical agreement and BVNTP requirements at the New Hope Hospice.
8. First Read of BP 6770, Energy and Sustainability (*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 11-07 A-24 – K-12 ENROLLMENTS – FALL 2011

BE IT RESOLVED, that K-12 students, completing approved college enrollment process, as shown in Reference A-24, be approved to attend classes at Palo Verde College for Fall 2011.

Administration is recommending approval subject to space availability in classes.

IX. CONSENT RESOLUTIONS (continued)

B. Business

Resolution 11-07 B-60 - REGISTER OF WARRANTS AND FINANCIAL REPORT FOR JUNE 2011

BE IT RESOLVED, that the Register of Warrants and Financial Report for the period ending June 30, 2011, be approved *(shown loose in Board folders)*.

Resolution 11-07 B-61 - LAIF ACCOUNT WITH STATE TREASURY

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the resolution, for the Fiscal Services to add and change authorized agents to the LAIF (Local Agency Investment Fund) account with the State Treasury Department *(in connection with transfer of COPs Monies)*. The following college employees are to be appointed as authorized agents to sign for deposits, transfers and withdrawals to this account.

James W. Hottois
Diana Rodriguez
George Walters

Carrie Mullion
William Smith

Resolution 11-07 B-62 - CONSULTANT AGREEMENT (MURGUIA)

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 assistance with printing required for Title III reports using Datatel. To begin July 18, 2011, for the amount of \$500, which includes travel expenses.

Resolution 11-07 B-63 - AUTHORIZED AGENTS FOR PVCCD EFFECTIVE JULY 2011

BE IT RESOLVED, that the following college employees be appointed as authorized agents to sign financial reports, warrant orders, check orders for salary placement, payroll and notices of employment for the Palo Verde Community College District of Riverside County (all other previous names will be deleted from the accounts), effective July 1, 2011 due to the retirement of Geri Butler, Vice President of Administrative Services and Luanne Schultz, Bookstore Manager and in compliance with Board Policy 2430 and Certification of Signatures form from Riverside County Office of Education. *(The Board of Trustees will also sign this certification form after this meeting)*.

Account

Schools of Riverside County
(regular college warrant orders, orders for salary payment and notices of employment)

(checks issued for these accounts are from Riverside County Office of Education)

Authorized Agents

James W. Hottois
Diana Z. Rodriguez
William J. Smith
Denise Hunt
Debra Mitchell
George Walters

IX. CONSENT RESOLUTIONS (continued)

B. Business

(checks issued for the rest of these accounts are from Provident Bank in Blythe)

Schools of Riverside County
(college clearing and revolving checking accounts)

James W. Hottois
Diana Z. Rodriguez
William J. Smith
Denise Hunt
Debra Mitchell
George Walters

Schools of Riverside County
Auxiliary Business Services (Bookstore)

James W. Hottois
Denise Taylor
Debra Mitchell
Vicki Attaway

Schools of Riverside County
Associated Student Government (savings)

James W. Hottois
Diana Z. Rodriguez
Russi Egan
Debra Mitchell
Staci Lee
George Walters

Schools of Riverside County
Associated Student Government (checking)

James Hottois
Diana Z. Rodriguez
Russi Egan
Staci Lee
Debra Mitchell
George Walters

Schools of Riverside County
Clubs and Scholarship Account

James W. Hottois
Russi Egan
Diana Z. Rodriguez
Debra Mitchell
George Walters

(checks issued for this account are from Federal Funding)

Federal Funds - Financial Aid Accounts

James W. Hottois
Diana Z. Rodriguez
William J. Smith
Debra Mitchell
George Walters

IX. CONSENT RESOLUTIONS (continued)

Resolution 11-07 B-64 – 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-64.

Change Order #41
(\$60,467.38)

Change Order #42
(\$2,923.07)

Change Order #54
\$34,536.67

Change Order #57
(\$13,956.00)

Change Order #58
(\$939.00)

Change Order #59
\$6,724.38

Resolution 11-07 B-65— CONSULTANT AGREEMENT (CAMBRIDGE WEST PARTNERSHIP, LLC)

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees authorizes the Superintendent/President to enter into an Agreement with Cambridge West Partnership, LLC (C. M. Brahmhatt) for Consultant Services in support of the Office of Fiscal Services and Human Resources. Per Agreement, a fee of \$160 for each hour of work and \$80 for each hour of travel not to exceed a total of \$20,000.

Resolution 11-07 B-66 - CONSULTANT AGREEMENT (COMMUNITY COLLEGE LEAGUE OF CALIFORNIA)

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees authorizes the Superintendent/President to enter into an Agreement with the Community College League of California for utilizing the "League's" Redistricting Program in order to evaluate the needs of the "District" in regards to its Trustee election process, in the amount not to exceed \$35,000.

Resolution 11-07 B-67 - MEMORANDUM OF UNDERSTANDING (BLYTHE AREA CHAMBER OF COMMERCE)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Memorandum of Understanding with Blythe Area Chamber of Commerce usage of space and reimbursement of utility cost. It shall be in force from July 1, 2011, until a mutual termination agreement is signed by both parties of this Memorandum of Understanding, as shown in Reference B-67.

Resolution 11-07 B-68 – YEAR-END BALANCING TRANSFERS FY 2010-2011

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 2010-2011 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 2010-2011 fiscal year; and

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

IX. CONSENT RESOLUTIONS (continued)

**Resolution 11-07 B-68 – YEAR-END BALANCING TRANSFERS FY 2010-2011
(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 2010-2011 fiscal year as are necessary to permit the payment of obligations of the Palo Verde Community College District incurred during the 2010-2011 fiscal year.

Resolution 11-07 B-69 – FISCAL TRANSFERS FOR FY 2011-2012

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves Fiscal Services to process financial transfers as needed for this fiscal year (2011-2012). This will allow Fiscal Services to make necessary changes as they occur in the Governor's budget for both general fund and all categorical funds.

Resolution 11-07 B-70 – LAIF ACCOUNT TRANSFERS FOR FY 2011-2012 (COPs)

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves wire transfers between the LAIF (Local Agency Investment Fund) account to be deposited in the 11 fund. Wire transfers can be done during the budget crisis with the amount not to exceed \$2,000,000 for the fiscal year 2011-2012.

Resolution 11-07 B-71 – MEMORANDUM OF UNDERSTANDING (PALO VERDE VALLEY COMMUNITY EMERGENCY RESPONSE TEAM)

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Memorandum of Understanding with the Palo Verde Valley Community Emergency Response Team to usage of space and reimbursement of utility cost. It shall be in force from July 1, 2011, until a mutual termination agreement is signed by both parties of this Memorandum of Understanding, as shown in Reference B-71.

Resolution 11-07 B-72 – CDC ANNUAL AGREEMENT FY 2011-2012 (\$314,575)

BE IT RESOLVED, THAT THE Palo Verde Community College District Board of Trustees enters into an annual contract (#CSPP-1385) and adopts appropriate resolution with the California State Department of Education for the purpose of providing general child care and development services in fiscal year 2011-2012, in the amount of \$314,575 (increase of \$39,633 from last year).

C. Personnel

(Academic Personnel)

Resolution 11-07 C-45 – PART-TIME INSTRUCTORS/COUNSELORS FOR FALL SESSION 2011

BE IT RESOLVED, that part-time instructors/counselors, as shown in Reference C-45, be approved for Fall Semester of 2011.

IX. CONSENT RESOLUTIONS (continued)

(Confidential/Management Personnel)

Resolution 11-07 C-46 – PROMOTION OF INSTRUCTIONAL SERVICES SECRETARY ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT/PRESIDENT AND THE BOARD OF TRUSTEES

BE IT RESOLVED, that Carrie Mullion be promoted from Instructional Services Secretary to Administrative Assistant to the Superintendent/President and the Board of Trustees, a full-time, 12 month, 8 hours per day, 40 hours per week, Confidential position, with a salary placement Row 1, Step 2, on the Confidential/Management Salary Schedule, effective July 11, 2011.

(Classified Personnel)

Resolution 11-07 C-47 - TRANSFER OF TEMPORARY SECRETARY SUPERINTENDENT/PRESIDENT

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the transfer of Stephanie Slagan, Temporary Secretary Superintendent/President to EOPS/CARE Secretary, a lateral move with no change in salary, effective July 11, 2011.

Resolution 11-07 C-48 - TRANSFER OF TEMPORARY EOPS/CARE SECRETARY

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the transfer of Allison Schwindt, Temporary Secretary EOPS/CARE to Temporary Secretary, Instructional Services for Distance Learning, effective July 18, 2011.

(Student Personnel)

Resolution 11-07 C-49 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR FALL SEMESTER 2011

BE IT RESOLVED, that part-time temporary student employees (aides, interpreters, tutors, peer coordinator/counselors, and peer counselor/recruiters), as shown in Reference C-49, be approved for the Fall 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_____

X. ACTION ITEMS

B. Business

Resolution 11-07 B-73 – FPP LIBRARY/MEDIA CENTER (NTD ARCHITECTURE)

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the FPP (Final Project Proposal) from NTD Architecture, for the new Library/Media Center, which must be submitted to the State Chancellor's Office by August 1, 2011 *(shown loose in Board folders)*.

It was moved by _____, and seconded by _____, that Resolution 11-07 B-73 be: (approved) (tabled until _____) (denied).

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

Motion carried/lost; Aye _____ No _____ Abstain _____ Absent _____

Resolution 11-07 B-74 - IPP MODERNIZATION OF NEEDLES CENTER, MEZZANINE

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the IPP (Initial Project Proposal) from NTD Architecture, for the Modernization of Needles Center, Mezzanine, which must be submitted to the State Chancellor's Office by August 1, 2011 *(shown loose in Board folders)*.

It was moved by _____, and seconded by _____, that Resolution 11-07 B-74 be: (approved) (tabled until _____) (denied).

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

Motion carried/lost; Aye _____ No _____ Abstain _____ Absent _____

Resolution 11-07 B-75 - 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 11-07 B-75 be: (approved) (tabled until _____) (denied).

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

Motion carried/lost; Aye _____ No _____ Abstain _____ Absent _____

X. ACTION ITEMS (continued)

Resolution 11-07 B- 76 - WIA SUBGRANT AGREEMENT

BE IT RESOLVED, that the Palo Verde College District Board of Trustees approves the WIA Subgrant Agreement with Employment Development Department. The purpose of this action is to initiate this new Program Year 2010-2011 subgrant agreement for the Green Jobs Project. This grant provides funding for two (2) utility scale photovoltaic training programs, as shown in Reference B-76.

It was moved by _____, and seconded by _____, that
Resolution 11-07 B-76 be: (approved) (tabled until _____) (denied)

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

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

Resolution 11-07 B-77 – CONTRACT WITH DEPARTMENT OF CORRECTIONS AND REHABILITATION-POSTSECONDARY EDUCATION FOR IIP PARTICIPANTS

BE IT RESOLVED, that the Palo Verde College District Board of Trustees authorizes the Superintendent/President to contract with the Department of Corrections and Rehabilitation to facilitate the payment for textbooks, materials, and transcript fees for the “Postsecondary Education for IIP Participants” for Fall 2011 semester, as shown in Reference B-77.

It was moved by _____, and seconded by _____, that
Resolution 11-07 B-77 be: (approved) (tabled until _____) (denied)

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

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

C. Personnel

(Academic Administrative Personnel)

Resolution 11-07 C-50 - ADDENDUM TO ACADEMIC ADMINISTRATIVE EMPLOYMENT AGREEMENT (ATTAWAY)

BE IT RESOLVED, that the Palo Verde College Board of Trustees approves the Addendum to Academic Administrative Employment Agreement, effective July 1, 2011, to receive travel allowance of \$500 per month for expenses incurred in the use of personal vehicle for business within District boundaries.

It was moved by _____, and seconded by _____, that
Resolution 11-07 C-50 be: (approved) (tabled until _____) (denied)

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

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

X. ACTION ITEMS (continued)

Resolution 11-07 C-51 - ADDENDUM TO ACADEMIC ADMINISTRATIVE EMPLOYMENT AGREEMENT (WALTERS)

BE IT RESOLVED, that the Palo Verde College Board of Trustees approves the Addendum to Academic Administrative Employment Agreement, effective July 1, 2011, to receive travel allowance of \$500 per month for expenses incurred in the use of personal vehicle for business within District boundaries.

It was moved by _____, and seconded by _____, that
Resolution 11-07 C-51 be: (approved) (tabled until _____) (denied)

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

Motion carried/lost; Aye _____ No _____ Abstain _____ Absent _____

(Classified Personnel)

Resolution 11-07 C-52 – MEMORANDUM OF UNDERSTANDING WITH CSEA, CHAPTER 180

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the Memorandum of Understanding between the Palo Verde Community College District and the California School Employees Association, Palo Verde College Chapter 180 regarding health care benefits for retirees *(shown loose in Board folders)*.

It was moved by _____, and seconded by _____, that
Resolution 11-07 C-52 be: (approved) (tabled until _____) (denied)

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

Motion carried/lost; Aye _____ No _____ Abstain _____ Absent _____

XII. 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.)

XIII. ADJOURN TO CLOSED SESSION

1. Public Employee Performance: Evaluation of Superintendent/President and presentation of Goals for 2011-2012. Board of Trustees evaluation will be held in open session (per Brown Act).

XIV. OPEN SESSION

XV. ADJOURNMENT

The next Regular Meeting will be held on Tuesday, August 23, 2011, in Needles.