

# **PALO VERDE COMMUNITY COLLEGE DISTRICT**

## **REGULAR MEETING BOARD OF TRUSTEES**

**Claypool Building – 725 West Broadway in Needles – Classroom #8  
(and Teleconference held via CL 101 at One College Drive in Blythe)**

**Tuesday, January 24, 2012**

**5:00 p.m.**

**Meeting 12-01**

### **MINUTES**

#### **OPENING OF MEETING**

The Regular Meeting of the Board of Trustees was called to order by the President of the Board, Mr. Gonzales at 5:00 p.m.

The Salute to the American Flag was led by Mr. Lewis, Clerk of the Board.

Present: Ed Gonzales, President  
Millie Rodriguez, Vice President  
Jerry Lewis, Clerk of the Board  
Ted Arneson, Trustee  
Sam Burton, Trustee (*arrived at 5:11 p.m.*)  
Lincoln Edmond, Trustee  
George Thomas, Trustee  
Jeneane Quist, Student Trustee (*arrived at 5:04 p.m.*)

Administrators Present: Denise Whittaker, Interim Superintendent/President  
Diana Rodriguez, Vice President of Student Services  
William Smith, Vice President of Instructional Services

Recorder: Jeanie Johnson

Visitors: On file in the Superintendent/President's Office.

It was moved by Mr. Edmond, seconded by Mr. Arneson, and unanimously carried, that the Minutes of the Regular Meeting of December 13, 2011 be approved.

It was moved by Ms. Rodriguez, seconded by Mr. Arneson, and unanimously carried, that the Minutes of the Regular Meeting of the PVCCD Financing Corporation of December 13, 2011 be approved.

It was moved by Mr. Lewis, seconded by Dr. Thomas, and unanimously carried, that the agenda for this meeting be approved.

#### **ITEMS FOR DISCUSSION IN CLOSED SESSION (AT END OF MEETING WITH NO REPORTABLE ACTION ANTICIPATED)**

1. Public Employee Discipline/Dismissal/Release.
2. Conference with Legal Counsel – Existing Litigation pursuant to Government Code Section 54956.9 (a) Palo Verde Community College District v. Western Insurance Company.
3. Conference with Labor Negotiator, Denise Whittaker – CCA/CTA, CSEA, and Management/Confidential.
4. Superintendent/President Search.

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(These minutes are a concise summary of reports, discussion and actions taken at this meeting. For detailed comments and discussion, a tape is available to the public for 30 days after the date of this meeting.)

Board of Trustees Meeting Minutes

1-24-12

## HEARING OF CITIZENS (AGENDA ITEMS)

None.

## REPORTS

### Associated Student Government

Ms. Quist, Student Trustee, provided the following report:

1. The Blood Drive was held today and was very successful.

### Academic Senate

Mr. Castillo, President of Academic Senate, provided the following report:

1. The Academic Senate held a brief informational and welcome back meeting today.
2. They attended the College Council meeting last week with Ms. Whittaker, Mr. Castillo thanked her for her support.
3. Senate officers will be meeting with Ms. Whittaker on Friday, Jan. 27, 2012.
4. The next Academic Senate meeting will be February 28<sup>th</sup>.

### CSEA

No report.

### CCA/CTA

Mr. Cople provided the following report:

1. Mr. Cople welcomed Ms. Whittaker and stated that they are looking forward to working with her and all administration as they move forward with negotiations this semester. He felt that the meeting held with Ms. Whittaker on Monday, Jan. 23<sup>rd</sup>, was encouraging.
2. The next CTA meeting will be next month and he will have more to report at the February Board Meeting.

### Superintendent/President

Ms. Whittaker, Interim Superintendent/President, provided the following report:

1. Ms. Whittaker stated that today is her eleventh day, and it's been a very busy time.
2. Mr. Smith and Diana Rodriguez have given her tours of both the Blythe campus and the Needles center.
3. She has been meeting with key leadership and gathering data, both budget and community statistics, etc. She will hold a staff meeting at 3:00 p.m. next Tuesday to present preliminary budget information. All are welcome to attend the meetings.
4. Ms. Whittaker expressed her thanks to everyone for their warm welcome and assistance.

### Diana Rodriguez, Vice President of Student Services

Ms. Rodriguez provided the following report:

1. The Blood Drive held today was very successful, 56 people participated.
2. Cal Works presently has 30 students participating in the program.
3. The Virtual Bookstore has been very successful for the students.
4. EOPS has 118 students participating to date this semester, room for a few more.
5. 10 students currently in the CARE program, their first workshop is on February 9th.
6. Financial Aid is busy with award letters and warning contracts, meeting with students in Blythe as well as Needles (by web cam and telephone contacts).
7. DSPS has served 190 students per their annual report.
8. Datatel stats from Admissions and Records show that the enrollment numbers are down a bit from this time last year, which was anticipated due to reduction in courses.

## REPORTS (continued)

### William Smith, Vice President of Instructional Services

Mr. Smith provided the following report:

1. Next year's calendar is in progress.
2. The childcare center was burglarized; police have been on site investigating.
3. Work on the Performing Arts building continues, the emergency lights have been relocated due to the curtains blocking them, the grids on the stage will also need reinforcement. The next stage of the project will be lighting and sound.
4. The bookstore has been converted to classrooms.

### Cristen Mann, Director, Needles Center

Ms. Mann provided the following report:

1. Needles staff has been busy with registration and financial aid paperwork for new students.
2. We have several new High School students this semester, which is encouraging for us.
3. Mr. Lewis asked if the enrollment is down in the Needles area, Ms. Mann responded that she will have to get final reports from Admissions after registration is over before she can answer his question.

### Board of Trustees Comments and Discussion

Mr. Lewis stated that all is not dismal in Needles, the local hospital has just been acquired by new owners. Hopefully, they will be interested in coordinating with PVC to bring some health related classes into the area.

Mr. Arneson requested that the audit report which was submitted in December be made available to the board members before the February meeting.

Ms. Rodriguez asked if the auditors are the same as last year. Ms. Whittaker responded that the audit was done by the same auditors. A separate audit of the foundation has not been conducted, but will be done after lists are compiled regarding sponsored seats and donations that have been received for the theatre.

Mr. Gonzales expressed his appreciation, on behalf of the Board of Trustees, to Ms. Whittaker for her work so far and commented that the board has already learned a great deal from her.

## CONSENT RESOLUTIONS

### A. Instruction

#### **Resolution 12-01 A-01 – K-12 ENROLLMENTS – SPRING 2012**

BE IT RESOLVED, that K-12 students, completing approved college enrollment process, as shown in Reference A-01, be approved to attend classes at Palo Verde College for Spring 2012.

#### **Resolution 12-01 A-02 – CURRICULUM APPROVED AT DECEMBER MEETING**

BE IT RESOLVED, that the actions of the Curriculum Committee meeting held on December 8, 2011 (new and revised courses in various curriculum areas), as shown in Reference A-02, be adopted.

### B. Business

#### **Resolution 12-01 B-01 – NONRESIDENT TUITION FEE FOR 2012-2013**

BE IT RESOLVED, that the nonresident tuition fee for the 2012-2013 fiscal year be established at

## **CONSENT RESOLUTIONS (continued)**

\$179 per semester unit (was \$176 last year), \$119 per quarter unit, as computed on a statewide basis and shown in Reference B-01.

### **Resolution 12-01 B-02 – 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-02.

#### **Change Order #104**

\$3,185.46

Provide additional plumbing work required by ASI #39.03 to add clothes washers in Lab \$L119 \$10,084.55

Provide additional plumbing work required by RFT #450 to change service sink model. This model is ADA compliant and will be installed in compliance with clearances per approved detail 3/A9.8 \$2,106.41

Change order adjustments to C.O. #19, #68 & #69 for correction to costs. Void change order #69 and credit to the owner for item #2 on C.O. #19 since this work was paid per item #1 on C.O. #68 (\$9,005.50).

#### **Change Order #129**

(\$2,795.00)

Credit for owner acceptance of difference occupancy sensors for lighting in Lab classrooms.

### **Resolution 12-01 B-03 – AUTHORIZED AGENTS FOR SBEDC ACCOUNT**

BE IT RESOLVED, that the following college employees be appointed as authorized agents to sign checks and other necessary documents for the SBEDC (Small Business Economic Development Center) for 2012 (account located at Provident Bank in Blythe): Denise Whitaker, George Walters, and Denise Hunt.

## **C. Personnel**

### **(Academic Personnel)**

#### **Resolution 12-01 C-01 – PART-TIME INSTRUCTORS/COUNSELORS FOR SPRING SEMESTER 2012**

BE IT RESOLVED, that part-time instructors/counselors, as shown in Reference C-01, be approved for Spring Semester 2012

### **(Student Personnel)**

#### **Resolution 12-01 C-02 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR SPRING SEMESTER 2012**

BE IT RESOLVED, that part-time temporary student employees (aides, interpreters, tutors, peer coordinator/counselors, and peer counselor/recruiters), as shown in Reference C-02, be approved for Spring Semester 2012.

It was moved by Mr. Edmond, and seconded by Ms. Rodriguez, that Consent Resolutions be approved.

**CONSENT RESOLUTIONS (continued)**

There was brief discussion on Resolution 12-01 B-01 and Ms. Whittaker provided clarification on how nonresident fees are determined.

There was brief discussion on Resolution 12-01 B02 Change Order #104, Mr. Smith provided clarification on how many washers were involved.

There was brief discussion on Resolution 12-01 C-01 in regards to counselors being assigned to teach classes. Ms. Whittaker stated that counselors can teach classes if they meet all other qualifications for the teaching assignment.

**(Blanket Motion)**

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 7 No 0 Abstain 0 Absent 0

**ACTION ITEMS**

**A. Instruction**

**Resolution 12-01 A-03 – PROGRAM REVIEW UPDATE APPROVAL (COMPUTER INFORMATION SYSTEMS**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Program Review Update as presented this evening for Computer Information Systems (shown loose in Board folders).

It was moved by Ms. Rodriguez, and seconded by Dr. Thomas, that Resolution 12-01 A-03 be approved.

Mr. Peterson provided clarification on Resolution 12-01 A-03.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 7 No 0 Abstain 0 Absent 0

**Resolution 12-01 A-04 – PROGRAM REVIEW UPDATE APPROVAL (BUSINESS AND MANAGEMENT)**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Program Review Update for Business and Management Program (shown loose in Board folders).

It was moved by Mr. Lewis, and seconded by Mr. Edmond, that Resolution 12-01 A-04 be approved.

Dr. Gaubeca provided clarification after discussion on Resolution 12-01 A-04.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

**ACTION ITEMS (continued)**

Motion carried/lost; Aye 7 No 0 Abstain 0 Absent 0

**Note: At 5:55 p.m. the meeting was delayed for several minutes due to technical difficulties with ITV transmission, and reconvened at 6:07 p.m.**

**B. Business**

**Resolution 12-01 B-04 – AGREEMENT WITH APPLE VALLEY COMMUNICATION, INC.**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Proposal/Agreement with Apple Valley Communications, Inc. of Apple Valley, CA #2224 Needles Center, #2225 Blythe Campus, #2226 Performing Arts Complex and Classrooms, for Central Monitoring Service at \$35.00 each month; per month, commencing on December 1, 2011 for one (1) as shown in Reference B-04.

It was moved by Mr. Lewis, and seconded by Mr. Burton, that Resolution B-04 be approved.

Mr. Smith provided clarification that this is for fire alarm monitoring.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 7 No 0 Abstain 0 Absent 0

**Resolution 12-01 B-05 – BUDGET RESOLUTION ALLOCATION AMOUNTS FOR EOP&S AND CARE**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves Budget Resolution initial allocation amounts for Extended Opportunity Programs and Services (EOP&S), (\$248,749) and Cooperative Agencies Resources for Education (CARE) (\$36,464). Final Allocation amounts for EOP&S (\$261,841), and care (\$38,383) distributed by the Chancellor’s Office; and the amount to increase each budget, EOP&S \$13,092, and CARE \$1,919, which is a District contribution to EOP&S and CARE budgets, as shown in Reference B-05.

It was moved by Mr. Arneson, and seconded by Dr. Thomas, that Resolution 12-01 B-05 be approved.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 7 No 0 Abstain 0 Absent 0

**Resolution 12-01 B-06 – BUDGET RESOLUTION INITIAL ALLOCATION WIA SUBGRANT (GREEN JOBS GRANT)**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves Budget Resolution and the initial allocation amount, \$210, 220 for the WIA Subgrant (Green Jobs Project Grant) for the Palo Verde Community College to govern, as shown in shown in Reference B-06.

**ACTION ITEMS (continued)**

It was moved by Mr. Edmond, and seconded by Mr. Lewis, that Resolution 12-01 B-06 be approved.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 7 No 0 Abstain 0 Absent 0

**Resolution 12-01 B-07 – VENDOR ASSURANCE OF COMPLIANCE WITH DEPARTMENT OF PUBLIC SOCIAL SERVICES**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; Government Code (GC) Section 11135, as amended; California Code of Regulation (CCR), Title 22 Section 98000-98413; Title 24 of the California Code of Regulation, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act; Section 1808 Removal of Barriers to Inter Ethnic Adoption Act of 1996 and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42] , by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of race, color, national origin, political affiliation, religion, marital status, sex, age, or disability be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state assistance; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purposes of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individual to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records, and submit reports as required to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-39, compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance, and shall be submitted annually with the required Civil Rights Plan Update, as shown in Reference B-07.

It was moved by Mr. Edmond, and seconded by Mr. Lewis, that Resolution 12-01 B-07 be approved.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

**ACTION ITEMS (continued)**

Motion carried/lost; Aye 7 No 0 Abstain 0 Absent 0

**D. Miscellaneous**

**Resolution 12-01 D-01 – NOMINATIONS FOR CCCT BOARD ELECTION 2012**

BE IT RESOLVED, that the 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 Mr. Arneson, and seconded by Dr. Thomas, that Resolution 12-01 D-01 be approved.

Upon discussion, it was unanimously agreed that the Palo Verde Community College District Board of Trustees will not have a candidate for CCCT (California Community College Trustees).

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 7 No 0 Abstain 0 Absent 0

**Resolution 12-01 D-02 – BP 6700, ENERGY AND SUSTAINABILITY**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees hereby approves Board Policy 6700 (and Administrative Procedures as information only), for Energy and Sustainability (shown loose in Board folders). First Read 7/26/11, Second Read 8/23/11.

It was moved by Mr. Edmond, and seconded by Dr. Thomas, that Resolution 12-01 D-02 be approved.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 7 No 0 Abstain 0 Absent 0

**Resolution 12-01 D-03 – AMENDMENT TO NURSING AND ALLIED HEALTH AGREEMENT WITH PALO VERDE HEALTHCARE DISTRICT**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Amendment to Nursing and Allied Health Agreement with Palo Verde Community College District and Palo Verde healthcare District, as shown in Reference D-03, effective January 1, 2012, for one (1) year.

It was moved by Dr. Thomas, and seconded by Mr. Arneson, that Resolution 12-01 D-03 be approved.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 7 No 0 Abstain 0 Absent 0



**ACTION ITEMS (continued)**

**Resolution 12-01 D-04 – BOARD OF TRUSTEES STUDY SESSION FOR FEBRUARY 14, 2012**

BE IT RESOLVED, that a Study Session will be held on Tuesday, February 14, 2012, in Blythe at 5:00 p.m., to address Certificates of Participation.

It was moved by Ms. Rodriguez, and seconded by Mr. Arneson, that Resolution 12-01 D-04 be approved.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 7 No 0 Abstain 0 Absent 0

**HEARING OF CITIZENS (NON-AGENDA ITEMS)**

None.

**ADJOURN TO CLOSED SESSION**

The Board of Trustees adjourned to closed session at 6:20 p.m., to discuss the following:

1. Public Employee Discipline/Dismissal/Release.
2. Conference with Legal Counsel: Existing Litigation pursuant to Government Code Section 54956.9(a) Palo Verde Community College District v. Western Insurance Company.
3. Conference with Labor Negotiator, Denise Whittaker – CCA/CTA, CSEA, and Management/Confidential.
4. Superintendent/President Search.

**OPEN SESSION**

The Board of Trustees returned to open session at 7:10 p.m. with no report.

**ADJOURNMENT**

The meeting was adjourned at 7:15 p.m.

The next Study Session will be held on Tuesday, February 14, 2012, in Blythe.

The next Regular Meeting will be held on Tuesday, February 28, 2012, in Blythe.

**Minutes approved at the February 28, 2012  
Regular Meeting of the Board of Trustees**

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**Secretary of the Board**