

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 25, 2011

4:30 p.m.

Meeting 11-01

MINUTES

OPENING OF MEETING

The Regular Meeting of the Board of Trustees was called to order by the President of the Board, Ed Gonzales, at 4:35 p.m.

The salute to the American Flag was lead by Trustee Jerry Lewis.

Present: Ed Gonzales, President
Jerry Lewis, Clerk of the Board
Ted Arneson, Trustee
Sam Burton, Trustee *(In Blythe)*
Lincoln Edmond, Trustee *(In Blythe)*
George Thomas, Trustee

Administrators Present: James Hottois, Superintendent/President
Geri Butler, Vice President of Administrative Services
Diana Rodriguez, Vice President of Student Services *(In Blythe)*
William Smith, Vice President of Instructional Services

Absent: Millie Rodriguez, Vice President
Leo Martinez, Student Trustee

Recorder: Jeanie Johnson, Executive Secretary, Needles Center

Visitors/Staff: Dorothy Machula, Assistant Dean, Needles Center,
Dennese Lilley-Edgerton and George Walters

It was moved by Mr. Lewis, seconded by Mr. Arneson and unanimously carried, that the minutes of the Regular Meeting of December 14, 2010 be approved.

It was moved by Mr. Thomas, seconded by Mr. Edmond and unanimously carried, that the minutes of the Regular Meeting of the PVCCD Financing Corporation of December 14, 2010 be approved.

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

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

~~Public Employee Performance Evaluation – 3 Academic Administrators.~~

Per Dr. Hottois, this item will not be discussed in the Closed Session of this meeting

Public Employee Performance – Evaluation of Superintendent/President.

HEARING OF CITIZENS (AGENDA ITEMS)

There were no requests for citizens to speak.

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

REPORTS

Associated Student Government – Not present for this meeting

Academic Senate –

Dennese Lilley-Edgerton provided a brief report, stating the ad hoc committee for SB1440 was formed.

CSEA, Chapter 180 – No report

CCA/CTA – No report

Superintendent/President

1. Dr. Hottois reported that he and George Thomas recently returned from Sacramento, budget talks are continuing and things look pretty bleak. He will be reporting on several items at a later date.
2. Legislation may be initiated to require re-drawing of 'lines' for voting areas in our district. A state review of electoral boundaries for protection of ethnic language groups is currently being conducted in two wards, San Bernardino and Riverside counties. We may need to hire a consulting firm to review all of this and make recommendations, the issues must be resolved by March 2012.
3. Dr. Hottois reported no news regarding the State Budget reduction in Community College apportionment by adjusting census date. The governor wants to cut \$400 million, but wants to add \$110 million by increasing fees by \$10 per student credit hour, and deduct the \$110 million from the \$400 million decrease. The concept is very fluid at this point. If tax increases don't happen we could face twice the level of cuts, not a very promising outlook.

Geri Butler, Vice President of Administrative Services

1. Ms. Butler stated that this is the "most challenging" time our system has ever faced due to the state budget issues.
2. TRAN's conference call this morning – will be \$2.5 million – 85% will be set aside in August and 15% in October; Regular TRAN to be received in August.
3. Ms. Butler reported that 1098's were completed through datatel and IT had a successful run today.

Diana Rodriguez, Vice President of Student Services

1. Ms. Rodriguez reported that the total enrollment to date is 2,161.
2. Student services staff is still working on datatel and colleague issues – waiting list, transcript evaluations, etc.
3. Counselors are working with students, enrollment is still ongoing.
4. FA did the first Spring disbursement of Pell funds and is working with students on probation.
5. EOPS issued just over 160 book grants for students in the program for both Blythe and Needles campus students.
6. Galvin group will be conducting a technical site visit soon.

William Smith, Vice President of Instructional Services

1. Mr. Smith reported that the Solar Program with Mike Rhodes is very successful, EDD tested students last semester and there was a 95% pass rate.
2. We were able to accommodate most people on the waiting lists. Very few classes were cancelled due to low enrollment.

Board of Trustees Comments and Discussion

1. Mr. Arneson asked if the replacement contractor was working on the building – Dr. Hattois responded that yes, they are working and the duct work is in place. Mr. Arneson also asked if we were close to receiving the final report for the Needles Center building and Dr. Hattois responded that we are.
2. Dr. Thomas reported that the Sacramento visit was not very encouraging in regards to the California budget, looking at the possibility of a \$10.00/unit increase which might be returned back to the colleges. California Community Colleges will be expected to do more with less.
3. Jerry Lewis asked if the existing COP funds are available to assist with expenses? Will the chancellor's office release the \$1.6 million in equipment funds? Dr. Hattois stated that we are close. Dr. Hattois also stated that the objective is to grow the Vocational Ed programs, but no new programs are being planned for next year, pending budget considerations.
4. Dr. Hattois announced that Millie Rodriguez had her second knee surgery January 10th and is doing very well, hopes to return soon.

Needles Report

1. Ms. Machula stated that the Needles staff all really likes the on-line registration and that the students are becoming more adept at doing it themselves with less assistance from staff.
2. The Needles HS principal is very open to dual vocational programs, instructors are also enthused and she has begun working with the wood working instructor about possible classes for Needles.
3. Sharron Burgeson and Ms. Machula met with the Needles Hospital (CRMC) people yesterday regarding the phlebotomy program and we are working on getting the clinical done here.
4. We have seen about 30 new people overall.
5. WorkForce from San Bernardino county will soon be using space in our building which will be a very positive thing for the community. We will provide office space and assistance as needed.
6. We have 4 new instructors, Criminal Justice, Child Development and English (Creative Writing) and we are excited about having some new people on board.

INFORMATION ITEMS

1. Effective January 1, 2011, the IRS (Internal Revenue Service has approved an increase in the mileage rate from .50 cents/mile to .51 cents/mile.
2. Palo Verde Community College District Audit Report 7-1-1998 through 6-30-2006 for Enrollment Fee Collection and Waivers Program from the California state Controller John Chaing (*shown loose in Board folders*).
3. Grant Award Notification (04) for Title III project for \$399,760 for budget period 10.1.2011 - 9.30.2012 and (05) 10.01.2012 – 9.30.2013 (*shown loose in Board folders*).
4. Leo Martinez is no longer eligible to serve as Student Trustee based on Board Policy 2015 and similar sections of the ASG Constitution.
5. Revised Board of Trustees meetings for the year 2011 (*shown loose in Board folders*).

CONSENT RESOLUTIONS

A blanket motion was made by Mr. Lewis, seconded by Dr. Thomas, and unanimously carried, that the Consent Resolutions be approved as submitted. (Student Advisory Vote: None)

A. Instruction

Resolution 11-01 A-01 - CURRICULUM APPROVED AT DECEMBER MEETING
CONSENT RESOLUTIONS continued

BE IT RESOLVED that the actions of the Curriculum Committee at meeting held on December 9, 2010 (new and revised courses in various curriculum areas), as shown in Reference A-01, be adopted.

B. Business

Resolution 11-01 B-01 – NONRESIDENT TUITION FEE FOR 2011-2012

BE IT RESOLVED that the nonresident tuition fee for the 2011-2012 fiscal year be established at \$176 per semester unit (was \$183 last year) \$117 per quarter unit, as computed on a statewide basis and shown in Reference B-1.

Resolution 11-01 B-02 – REGISTER OF WARRANTS AND FINANCIAL REPORT FOR NOVEMBER AND DECEMBER 2010

BE IT RESOLVED that the Register of Warrants and Financial Report for November 30, 2010 and December 31, 2010, be approved (*shown loose in Board folders*).

Resolution 11-01 B-03 – 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 order for Phase IV (Fine & Performing Arts Complex) as listed below and shown in Reference B-03.

Change order #12	\$(40,965.79)	Change order #23	\$4,492.00
Change order #13	\$(-857.00)	Change order #24	\$(-8,547.00)
Change order #14	\$9,479.14	Change order #25	\$(-2,505.50)
Change order #16	\$32,531.00	Change order #28	\$43,692.21
Change order #17	\$3,247.15	Change order #29	\$6,089.00
Change order #18	\$18,627.00	Change order #30	\$81,800.00
Change order #20	\$18,950.08	Change order #31	\$1,208.00
Change order #21	\$75,114.00	Change order #32	\$6,239.88
Change order #22	\$(-10,023.00)	Change order #33	\$(-2,097.05)

Resolution 11-01 B-04 – CDC ANNUAL AGREEMENT (AMENDMENT 2)

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves Amendment 02 to the annual contract (#CSPP-0391) for the Child Development Center and adopts appropriate resolution with the California State Department of Education for the purpose of amended 2010-2011 Funding Terms and Conditions, (*shown loose in Board folders*).

C. Personnel

(Academic Personnel)

Resolution 11-01 C-01 - PART-TIME INSTRUCTORS/COUNSELORS FOR SPRING SEMESTER 2011

BE IT RESOLVED that part-time instructors/counselors, as shown in Reference C-01, be approved for Spring Semester of 2011.

(Classified)

Resolution 11-01 C-02 – TEMPORARY EOPS/CARE SECRETARY

BE IT RESOLVED that Allison Schwindt, be employed as temporary EOPS Secretary, 40 hours per week with no benefits, at a placement of Row 4, Step 1, \$14.63 per hour, on the Classified Salary Schedule, effective January 26, 2011.

CONSENT RESOLUTIONS continued

**Resolution 11-01 C-03 – PROMOTION OF CUSTODIAN TO MAINTENANCE/
GROUNDSKEEPER**

BE IT RESOLVED that Leonardo Bernal be promoted from custodian to Maintenance/ Groundskeeper I, a full-time, 12 month, 8 hours per day, 40 hours per week, CSEA classified position, with a salary placement of Row 3, step 4 (5% increase), on the Classified Salary Schedule, effective January 26, 2011.

(Student Personnel)

**Resolution 11-01 C-04 - PART-TIME TEMPORARY STUDENT EMPLOYEES
FOR SPRING 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-04, be approved for the Spring Semester of 2011.

ACTION ITEMS

Resolutions 11-01- A-02 through 11-01 A-06 were voted on as a blanket motion, per suggestion from Dr. Hottois.

A blanket motion was made by Mr. Lewis, seconded by Mr. Arneson and unanimously carried that Resolutions 11-01 A02 through 11-01 A-06 be approved. (Student Advisory Vote: None)

Resolution 11-01 A-02 – PROGRAM REVIEW APPROVAL (AUTOMOTIVE)

BE IT RESOLVED that the PVCCD Board of Trustees approves the Program Review as presented this evening for the Automotive Program (shown loose in Board folders).

Resolution 11-01 A-03 – PROGRAM REVIEW APPROVAL (BUILDING TRADES)

BE IT RESOLVED that the PVCCD Board of Trustees approves the Program Review as presented this evening for the Building Trades Program (shown loose in Board folders).

Resolution 11-01 A-04 – PROGRAM REVIEW APPROVAL (CRIMINAL JUSTICE)

BE IT RESOLVED that the PVCCD Board of Trustees approves the Program Review as presented this evening for the Criminal Justice Program (shown loose in Board folders).

Resolution 11-01 A-05 – PROGRAM REVIEW APPROVAL (FIRE SCIENCE)

BE IT RESOLVED that the PVCCD Board of Trustees approves the Program Review as presented this evening for the Fire Science Program (shown loose in Board folders).

Resolution 11-01 A-06 – PROGRAM REVIEW APPROVAL (WELDING)

BE IT RESOLVED that the PVCCD Board of Trustees approves the Program Review as presented this evening for the Welding Program (shown loose in Board folders).

B. Business

Resolution 11-01 B-05 – CONTRACT WITH LAND & GUTTRY FOR AUDITS. It was moved by Mr. Edmond, seconded by Mr. Burton and unanimously carried that the following resolution be approved. (Student Advisory: None)

ACTION ITEMS continued

Resolution 11-01 B-05 – CONTRACT WITH LUND & GUTTRY FOR AUDITS

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the contract with Lund & Guttry LLP/Certified Public Accountants, as shown in Reference B-05, to audit the general purpose financial statements of the Palo Verde Community College District as of June 30, 2011, 2012, and 2013 at the following rates.

	<u>Audit</u>	<u>GASB 35</u>
2011	\$22,000	\$4,750
2012	\$22,500	\$4,750
2013	\$23,000	\$4,750

Resolution 11-01 B-06– AGREEMENT WITH THE OFFICE OF ADMINISTRATIVE HEARINGS

It was moved by Mr. Arneson, seconded by Mr. Edmond and unanimously carried that the following resolution be approved. (Student Advisory: None)

Resolution 11-01 B-06 – AGREEMENT WITH THE OFFICE OF ADMINISTRATIVE HEARINGS

BE IT RESOLVED that PVCCD Board of Trustees authorize the Superintendent/President to ratify the agreement with the Office of Administrative Hearings, Department of General Services.

C. Personnel

(Certificated)

Resolution 11-01 C-05 – NEW JOB DESCRIPTION OF NURSING AND ALLIED HEALTH

COORDINATOR. After brief discussion, it was moved by Mr. Arneson, seconded by Dr. Thomas and unanimously carried that the following resolution be approved. (Student Advisory: None)

Resolution 11-01 C-05 – NEW JOB DESCRIPTION OF NURSING AND ALLIED HEALTH
COORDINATOR

BE IT RESOLVED that the Palo Verde Community College District approves the job description shown in Reference C-05.

Resolution 11-01 C-06 - EMPLOYMENT OF NURSING AND ALLIED HEALTH COORDINATOR

It was moved by Dr. Thomas, seconded by Mr. Lewis and unanimously carried that the following resolution be approved. (Student Advisory: None)

Resolution 11-01 C-06 - EMPLOYMENT OF NURSING AND ALLIED HEALTH COORDINATOR

BE IT RESOLVED that Sharron Burgeson be employed as the Nursing and Allied Health Coordinator, a full-time/tenure track certificated position, 11 month, 207 day, reporting to the V.P. Of Instructional Services. Salary range placement will be determined by education and experience.

Resolution 11-01 C-07 - SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN

It was moved by Mr. Arneson, seconded by Mr. Lewis and unanimously carried that the following resolution be approved. (Student Advisory: None)

Resolution 11-01 C-07 - SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN

BE IT RESOLVED that Palo Verde Community College District Board of Trustees hereby approves Board Resolution 11-01 C-07 to allow employees to participate in the Palo Verde Community College District Supplemental Employee Retirement Plan, with terms as shown in Reference C-07, effective July 1, 2011 *(present at the meeting)*.

ACTION ITEMS continued

D. Miscellaneous

Resolution 11-01 D-01 - STUDY SESSION FOR February 2011

It was moved by Dr. Thomas, seconded by Mr. Lewis and unanimously carried that the following resolution be approved. (Student Advisory: None)

Resolution 11-01 D-01 - STUDY SESSION FOR February 2011

BE IT RESOLVED that the Study Session for February 8, 2011, is canceled.

Resolution 11-01 D-02 - NOMINATIONS FOR CCCT BOARD ELECTION FOR 2011

It was moved by Mr. Arneson, seconded by Mr. Burton and unanimously carried that the following resolution be tabled. (Student Advisory: None)

~~**Resolution 11-01 D-02 - NOMINATIONS FOR CCCT BOARD ELECTION FOR 2011**~~

~~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).~~

HEARING OF CITIZENS (NON-AGENDA ITEMS)

None

ADJOURN TO CLOSED SESSION

Trustees and Dr. Hottois, adjourned to closed Session at 7:10 p.m.
Public Employee Performance Evaluation 3 Administrator positions.
Public Employee Performance – Evaluation of Superintendent/President.

RETURN OPEN SESSION

Attendees returned from Closed Session at 7:10 p.m. and Dr. Hottois reported as follows:
Dr. Hottois stated that the board took no action and there was no report.

ADJOURNMENT 8:05 p.m.

The next Regular Meeting will be held on February 15, 2011, in Blythe.

**Minutes approved at the February 15, 2011
Regular Meeting of the Board of Trustees**

Secretary to the Board