PALO VERDE COMMUNITY COLLEGE DISTRICT REGULAR MEETING BOARD OF TRUSTEES One College Drive in Blythe – CL 101 (and Teleconference held via CL 101 at one College Drive in Blythe) Tuesday, February 15, 2011

4:30 p.m.

Meeting 11-02

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 4:30 p.m.

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

The Oath of Office and the Board of Trustee Appointment for the Student Trustee was delayed until March Board Meeting.

Present:	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				
Administrators Present:	James Hottois, Superintendent/President Geri Butler, Vice President of Administrative Services William Smith, Vice President of Instructional Services				
Recorder:	Denise Hunt, Administrative Assistant to the Superintendent/President				
	Stephanie Slagan, Temporary Secretary to the Superintendent/President				
Absent:	Diana Rodriguez, Vice President of Student Services				

Visitors: George Walters, Carlos Medina, Paul Shibalovich, Tehmin Brown, Luanne Schultz, Russi Egan, Peter Martinez, Brian Thiebaux, Biju Raman, Sandra Sher, Bruce Wallace, Irma Dagnino, Michael Gaubeca, Joe Boire, Derek Copple, Robert Robertson, Henry Rinaldi, Carina Lin, Gary Dack, Arturo Ceja, Phillip Clinton, Barbara Gaubeca, and Greg Snider.

It was moved by Mr. Burton, seconded by Mr. Edmond, and unanimously carried, that the minutes of the Regular Meeting of January 25, 2011, be approved.

It was moved by Dr. Thomas, seconded by Mr. Edmond, and unanimously carried, that the minutes of the Regular Meeting of February 15, 2011, be approved.

⁽These minutes are a concise summary of reports, discussion and actions 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.)

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

- 1. Public Employee Discipline/Dismissal/Release two cases.
- 2. Conference with Legal Counsel Existing Litigation Gilmore.
- 3. Conference with Labor Negotiator, Dr. Hottois CCA/CTA.

(AT END OF MEETING)

- 1. Public Employee Performance Evaluation 3 Academic Administrators.
- 2. Public Employee Performance Evaluation of Superintendent/President.

ADJOURN TO CLOSED SESSION

Trustees and the Superintendent/President adjourned to Closed Session at 4:32 p.m.

RETURN TO OPEN SESSION

Trustees and the Superintendent/President returned to Open Session at 5:08 p.m. and reported that no action was taken and there was no report.

HEARING OF CITIZENS (AGENDA ITEMS)

None.

2009-2010 AUDIT REPORT FROM LUND & GUTTRY

Gary Dack and Arturo Ceja of Lund & Guttry provided an overview of the audit report for 2009-2010 which was included in Board folders and available at the Library and in Administrative Services. Mr. Dack responded to questions from the Trustees and provided clarification.

ARCC REPORT

Brian Thiebaux, Accreditation Liaison Officer, to provide ARCC (Accountability Reporting for the California Community Colleges System Office) report for 2010 included *(loose in Board folders)* see resolution 11-02 D-04, page 6. Mr. Thiebaux requested input from the trustees on this report and responded to their questions. It is required, that the Board of Trustees have the opportunity to review and comment on the report, which is mainly prepared by the Chancellor's office using MIS data.

MIDTERM ACCREDITATION REPORT

Brian Thiebaux, Accreditation Liaison Officer, to provide Midterm Accreditation Report due March 15, 2011, included *(loose in Board folders)* see resolution 11-02 D-05, page 7. Mr. Thiebaux presented the Midterm Accreditation Report and responded to Trustee questions. The trustees thanked Mr. Thiebaux for his hard work in preparing the report.

REPORTS

Associated Student Government

Jeneane Quist, Student Trustee (not yet appointed), provided the ASG report

- 1. ASG held their back to school barbecue fundraiser.
- 2. ASG sold Valentine Grams on Monday, February14, 2011.
- 3. ASG is selling tickets for a Handmade Quilt Drawing. The quilt was made by one the students.

Academic Senate

Not present for this meeting.

CSEA, Chapter 180

Not present for this meeting.

REPORTS (continued)

CCA/CTA

Derek Copple, CCA/CTA President provided the report for CCA/CTA.

- 1. Mr. Copple introduced himself to the Board of Trustees and stated that he should able to attend the board meetings now that his class schedule doesn't conflict with the meeting time.
- 2. That there is a new statewide president for CTA.
- 3. That CTA is looking to push for statewide approval of the Governor Browns Budget.
- 4. That there is a possible merger between the CTA and the California Federation of Teachers.
- 5. That CTA is concerned about the current budget and wants to make sure that they're working with administration to keep a good working relationship with the district regarding any issues that may arise.

Superintendent/President

- 1. Dr. Hottois stated that Mr. Copple is one of the first Alumni he met when coming to Palo Verde College.
- 2. Dr. Hottois asked Derek about the CTA and CFA merger and asked how this will affect the voice of community colleges. Mr. Copple stated that it would increase the voice of community colleges because the California Federation of Teachers is a community college organization.
- 3. All talks right now at the state level are regarding budget and it is really important for all constituents to have a common voice to support for the Governor's budget.
- 4. CCLC Trustees conference is in Monterey, CA this year, which can be difficult considering the current budget, but he recommended some trustee representation at the conference.
- 5. Last weekend Dr. Hottois was able to watch one of the former administrators, Scotty Gallan, jump out of a plane with a parachute 70 times to celebrate his 70th birthday.

Geri Butler, Vice President of Administrative Services

- 1. Ms. Butler stated that not much has changed with regard to the state budget since the last update two weeks ago.
- 2. SERP meetings were held last week with potential retirees. There were 25 employees who participated. PERS meetings have been scheduled for classified employees who are interested in retiring. STRS meetings have been rescheduled for the first week of April, instead of May, in order to accommodate those faculty members who are considering the SERP. Ms. Butler wants employees to have as much information as possible prior to making a decision.
- 3. Ms. Butler stated that she had a conference call regarding the TRAN. Russi Egan has sent in the college's financial statements and the college has now received the revised statement back from the loan company. Ms. Butler stated that the TRAN should be approved sometime in April. Ms. Butler stated that without the TRAN, and also the state deferrals, she will be looking closely at the budget. This will be the Mid-Year TRAN and over the summer she will be applying for a regular TRAN.
- 4. The state will be differing some of the July apportionment until October.
- 5. Ms. Butler is looking into refinancing the COP's due to a decrease in the interest rate.

Diana Rodriguez, Vice President of Student Services

Ms. Rodriguez was not present for the meeting.

REPORTS (continued)

William Smith, Vice President of Instructional Services

- 1. Mr. Smith stated that he is working with Ms. Butler regarding program review for Administrative Services. The program review committee has met and accepted the first report for program review.
- 2. Flex Day was held on February 11, 2011. Cristen Mann from the Needles Center came and oversaw the online training for faculty. Kevin Eoff held a presentation regarding Starboard and ITV. Paul Shibalovich held a presentation on online teaching tips. Faculty members were divided into groups so that they could attend both presentations. J.R. Ramirez, from Source 1 Security, which also handles the college's security, gave a personal safety awareness presentation. Greg Snider gave a presentation entitled Exercise More, More Productive employees.
- 3. The non-credit trucking students are now driving. 13 students are in the class.
- 4. Next week the solar class will be taking the test. This will be the second class. The first class was six weeks ago. Once the test is taken, the International Brotherhood of Electrical Workers (IBEW) will come to meet with the students who have completed the course in order to get them signed up for an apprenticeship program or a job.
- 5. 100% of the fast-track VN students passed the test.
- 6. The Associates of Science Degree for Welding was approved last Sunday.

Board of Trustees Comments and Discussion

None.

INFORMATION ITEMS

- Summer Working Hours in accordance with the CSEA contract, the hours for summer of 2011 will be a 10 hour work day (7 a.m. to 5:30 p.m. on Mon.-Wed. and 7 a.m. to 5 p.m. on Thurs., with ½ hour lunches Mon. – Thurs.), 39.5 hour work week with the college closed every Friday. These hours will be in effect from June 6, 2011 through Thursday, August 4, 2011. The July 4 legal holiday will be observed Monday, July 4, 2011.
- 2. Needles Center will be donating space to the San Bernardino Workforce Development Department (for a staff member) to provide job search services for Needles residents. Effective January 2011.
- 3. Out-of-state travel request for Derek Copple to travel to Parker, Arizona on January 24-26, 31, February 1-2, 7-9, 14-16, 22-23, 28, March 2, 7-9, 14-16, 21-23, April 4-6, 11-13, 2011, for clinicals for the Fast Track VN program.
- 4. Out-of-state travel request for Cheryl Bruno-Mofu to travel to Parker, Arizona on April 13-14, 20-21, 27-28, May 4-5, 11-12, 18-19, 2011, for clinicals for Traditional VN program.
- 5. Out-of-state travel request for Jonathan Martin to travel to Las Vegas, Nevada on March 20-24, 2011, for Microsoft Management Summit 2011.
- 6. Textbook Rental Program to begin Fall semester 2011, Luanne Schultz to present (shown loose in Board folders).
- 7. 2011 CCLC Annual Trustees Conference April 29- May 1, 2011, at Hyatt Regency Monterey Denise will need to know attendance *(shown loose in Board folders).*
- 8. Inland Valleys' Community College Trustee and CEO Association meeting minutes from January 23, 2011 (*shown loose in Board folders*).

Dr. Hottois reviewed the information items for the board members.

Ms. Schultz gave a presentation on the Textbook Rental Program, which will be implemented in Fall 2011.

Dr. Hottois stated that it was important to have Trustee representation at the CCLC Annual Trustee Conference. Mr. Arneson was appointed by Board President Gonzales to attend the conference.

A. Instruction

<u>Resolution 11-02 A-07</u> – CANCELATION OF SUMMER SESSION 2011 AND FACILITY CLOSURES

BE IT RESOLVED that based on the recommendation from Administration and the concurrence of the College Council/Strategic Planning Steering Committee, the Board of Trustees approve canceling Summer Session 2011 classes with exception of Micro Biology and Nursing 145 and authorizes the Superintendent/President closure of the Needles Center and Spring Street campus due to state budget deficit (memo shown loose in Board folders).

Resolution 11-02 A-08 – K-12 ENROLLMENTS – SPRING 2011

BE IT RESOLVED that K-12 students, completing approved college enrollment process, as shown in Reference A-08, be approved to attend classes at Palo Verde College for Spring 2011. Administration is recommending approval subject to space availability in classes.

Resolution 11-03 A-09 – CURRICULUM APPROVED AT FEBRUARY MEETING

BE IT RESOLVED that the actions of the Curriculum Committee at meeting held on February 10, 2011, (new and revised courses in various curriculum areas), handout to be provided at the meeting.

B. Business

Resolution 11-02 B-07 – 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-07.

 Change order #34
 Change order #36

 \$15,558.68
 \$23,749.00

<u>Resolution 11-02 B-08</u> – REGISTER OF WARRANTS AND FINANCIAL REPORT FOR_JANUARY 2011

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

Resolution 11-02 B-09 - QUARTERLY FINANCIAL STATUS REPORT

BE IT RESOLVED that the Quarterly Financial Status Report (CCFS-311Q), for quarter ended December 31, 2010, as prepared by Administrative Services and shown in Reference B-09, is accepted as submitted to the Chancellor's office.

<u>Resolution 11-02 B-10</u> - COLORADO RIVER MEDICAL CENTER NURSING AGREEMENT (AMENDMENT)

BE IT RESOLVED that the Palo Verde Community College District approves the agreement change with Colorado River Medical Center which changed to add phlebotomy as shown in Reference B-10.

Resolution 11-02 B-11 - JFK NURSING AGREEMENT (AMENDMENT)

BE IT RESOLVED that the Palo Verde Community College District approves the agreement changes (1. i, 8c, 15, and Exhibit C) with JFK Memorial Hospital as shown in Reference B-11

CONSENT RESOLUTIONS (continued)

Resolution 11-02 B-12 – CONSULTANT AGREEMENT (BEELER)

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the Agreement with Facilities Planning & Program Services, Inc., (Ron Beeler, as shown in Reference B-12, to provide consulting services for facilities planning and program services, in the amount of \$150/hour (for a total amount not to exceed \$20,000 per year, plus reimbursable not to exceed \$5,000) from 1.1.2011 to 12.31.2011.

Resolution 11-02 B-13 – 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 and Daily phone and email access to faculty and staff at the rate of \$5000.00 per month.

<u>Resolution 11-02 B-14</u> – AGREEMENT WITH RIVERSIDE COUNTY DEPARTMENT OF MENTAL HEALTH

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the Agreement with Riverside County Department of Mental Health Prevention and Early Intervention – Active Minds College Chapters Agreement (#MHARC -068). The "RCDMH" is awarding \$10,000 to Palo Verde College to expand the program. For year 2010- 2011 and may be renewed for one year shown in Reference B-14.

C. Personnel

(Academic Personnel)

<u>Resolution 11-02 C-08</u> - PART-TIME INSTRUCTORS/COUNSELORS FOR SPRING SEMESTER 2011

BE IT RESOLVED that part-time instructors/counselors, as shown in Reference C-08, be approved for Spring Semester of 2011.

(Classified Personnel)

Resolution 11-02 C-09 – TERMINATION OF CLASSIFIED PROBATIONARY EMPLOYEE

BE IT RESOLVED that the Board of Trustees ratifies the termination of Employee #224967, a classified probationary employee effective February 4, 2011.

(Student Personnel)

<u>Resolution 11-02 C-10</u> - 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-10, be approved for the Spring Semester of 2011.

CONSENT RESOLUTIONS (continued)

[BLANKET MOTION]

There was discussion on Resolution 11-02 B-07 CHANGE ORDERS FOR PHASE IV and Dr. Hottois clarified.

It was moved by Mr. Lewis, seconded by Mr. Edmond, and unanimously carried, that the Consent Resolutions be approved.

Student Advisory		Edmond	<u>YES</u>	Rodriguez	<u>YES</u>
Arneson	YES	Gonzales	YES	Thomas	YES
Burton	<u>YES</u>	Lewis	<u>YES</u>		
Motion carried; Aye 7	<u>′ No 0</u>	Abstain <u>0</u>	Absent_0		

ACTION ITEMS

Resolution 11-02 A-10 – ACADEMIC CALENDAR FOR 2011/2012

BE IT RESOLVED that the Academic Calendar for 2011/2012 be approved as shown in Reference A-10.

It was moved by Mr. Edmond, seconded by Mr. Burton, and unanimously carried, that Resolution 11-02 A-10 be approved.

Student Advisory		Edmond	<u>YES</u>	Rodriguez	<u>YES</u>
Arneson	<u>YES</u>	Gonzales	<u>YES</u>	Thomas	YES
Burton	YES	Lewis	YES		
Motion carried; Aye 7	<u>No 0</u>	Abstain 0	Absent 0		

B. Business

<u>Resolution 11-02 B-15</u> – RESOLUTION AUTHORIZING BORROWING FUNDS FOR 2010-11 MIDYEAR TRAN LOAN NOT TO EXCEED 2.5 MILLION

BE IT RESOLVED that the PVCCD Board of Trustees approves the resolution, shown in Reference B-15, authorizing and approving the borrowing of funds and the issuance and sale of a 2010-11 midyear Tax and Revenue Anticipation Note (TRAN loan) with Wells Fargo Bank National Association, not to exceed \$2,500,000.

It was moved by Mr. Arneson, seconded by Dr. Thomas, and unanimously carried, that Resolution 11-02 B-15 be approved.

Student Advisory	<u>YES</u>	Edmond	<u>YES</u>	Rodriguez	YES
Arneson	<u>YES</u>	Gonzales	<u>YES</u>	Thomas	<u>YES</u>
Burton	<u>YES</u>	Lewis	<u>YES</u>		
Motion carried; Aye 8	<u>No 0</u>	Abstain 0	_ Absent 0		

ACTION ITEMS (continued)

Resolution 11-02 B-16 – 2009-2010 AUDIT REPORT FROM LUND & GUTTRY

BE IT RESOLVED that the Palo Verde Community College District accepts the independent auditors report and financial statements from Lund & Gutty, certified public accountants, for fiscal year ending June 30, 2010 (reports enclosed loose in Board folders).

It was moved by Mr. Burton, seconded by Dr. Thomas, and unanimously carried, that Resolution 11-02 B-16 be approved.

Student Advisory	<u>YES</u>	Edmond	YES	Rodriguez	<u>YES</u>
Arneson	YES	Gonzales	YES	Thomas	YES
Burton	<u>YES</u>	Lewis	<u>YES</u>		
Motion carried; Aye 8	<u>8 No 0</u>	Abstain 0	Absent_0		

Resolution 11-02 B-17 - BENEFITS FUND TRANSFER

BE IT RESOLVED that the Palo Verde Community College District approves the transfer of an amount necessary from the Benefits Fund to cover the difference between agreed to District maximum contribution per employee and the actual cost of Employee Benefits for CSEA and Confidential/Classified Management beginning July 1, 2010, per Self Insurance Report (fund 61) as shown in Reference B-17.

There was discussion and Ms. Butler clarified the Benefits Fund Transfer.

It was moved by Mr. Burton, seconded by Mr. Edmond, and unanimously carried, that Resolution 11-02 B-17- be approved.

Student Advisory	YES	Edmond	<u>YES</u>	Rodriguez	YES
Arneson	YES	Gonzales	<u>YES</u>	Thomas	<u>YES</u>
Burton	YES	Lewis	<u>YES</u>		
Motion carried; Aye 8	<u>8 No 0</u>	Abstain 0	_ Absent 0		

C. Personnel

Resolution 11-02 C-11 – ACADEMIC EMPLOYEE REDUCED WORKLOAD PROGRAM

BE IT RESOLVED that the Palo Verde Community College District is unable to give its consent to requests to participate in the Academic Employee Reduced Workload Program for the 2011-2012 or 2012-2013 Academic Years due to the current budget climate for California's Community Colleges (shown loose in Board folders).

Dr. Hottois reviewed and clarified the Academic Employee Reduced Workload Program and there was discussion.

It was moved by Mr. Burton, seconded by Mr. Arneson, and unanimously carried that Resolution 11-02 C-11- be approved.

Student Advisory	<u>YES</u>	Edmond	YES	Rodriguez	<u>YES</u>
Arneson	YES	Gonzales	<u>YES</u>	Thomas	<u>YES</u>
Burton	YES	Lewis	<u>YES</u>		
Motion carried; Aye 8	<u>8 No 0</u>	Abstain 0	Absent 0		

D. Miscellaneous

Resolution 11-02 D-03- STUDY SESSION FOR March 8, 2011

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

It was moved by Mr. Lewis, seconded by Mr. Burton, and unanimously carried, that Resolution 11-02 D-03 be approved.

Student Advisory	YES	Edmond	<u>YES</u>	Rodriguez	YES
Arneson	YES	Gonzales	<u>YES</u>	Thomas	<u>YES</u>
Burton	<u>YES</u>	Lewis	<u>YES</u>		
Motion carried; Aye 8	<u> No 0</u>	Abstain 0	Absent 0		

Resolution 11-02 D-04 - ACCEPTANCE OF ARCC REPORT

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees has reviewed, discussed and provided input on the ARCC (Accountability Reporting for the California Community Colleges System Office) report for 2010 and approves the submission of this report as written *(report included loose in Board folders)*.

It was moved by Mr. Edmond, seconded by Dr. Thomas, and unanimously carried that Resolution 11-02 D-04 be approved.

Student Advisory	YES	Edmond	<u>YES</u>	Rodriguez	YES
Arneson	YES	Gonzales	YES	Thomas	YES
Burton	<u>YES</u>	Lewis	<u>YES</u>		
Motion carried; Aye 8	<u> No 0</u>	Abstain 0	Absent 0		

Resolution 11-02 D-05 - MIDTERM ACCREDITATION REPORT

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves the Midterm Accreditation Report *(shown loose in Board folders)* to be submitted to the Accrediting Commission for Community and Junior Colleges by March 15, 2011.

The Board of trustees and Dr. Hottois thanked Mr. Thiebaux for his hard work and a job well done.

It was moved by Mr. Edmond, seconded by Mr. Burton, and unanimously carried, that Resolution 11-02 D-05 be approved.

Student Advisory	YES	Edmono	d <u>YES</u>	Rodriguez	<u>YES</u>
Arneson	<u>YES</u>	Gonzale	es <u>YES</u>	Thomas	<u>YES</u>
Burton	<u>YES</u>	Lewis	YES		
Motion carried/lost;	Aye <u>8</u>	No <u>0</u>	Abstain <u>0</u>	Absent <u>0</u>	

<u>Resolution 11-02 D-06</u> – CCLC RESOLUTION PROPOSED STATE BUDGET

BE IT RESOLVED that the Palo Verde Community College District adopts the resolution (*shown loose in Board folders*) in Support of California Community Colleges Budget Principles and Positions on the Governor's Proposed Budget for the 2011-2012 fiscal year.

It was moved by Mr. Burton, seconded by Mr. Arneson, that Resolution 11-02 D-06 be approved.

Student Advisory	<u>YES</u>	Edmono	d <u>YES</u>	Rodriguez	<u>YES</u>
Arneson	YES	Gonzale	es <u>YES</u>	Thomas	YES
Burton	YES	Lewis	YES		
Motion carried/lost;	Aye <u>8</u>	No <u>0</u>	Abstain <u>0</u>	Absent <u>0</u>	

HEARING OF CITIZENS (NON-AGENDA ITEMS)

None.

ADJOURN TO CLOSED SESSION

Trustees and the Superintendent/President adjourned to Closed Session at 6:52 p.m. to discuss the following items:

- 1. Public Employee Performance Evaluation 3 Administrator positions.
- 2. Public Employee Performance Evaluation of Superintendent/President.

OPEN SESSION

Trustees and the Superintendent/President returned to Open Session at 7:46 p.m. and reported that no action was taken and they had no report.

ADJOURNMENT

The meeting was adjourned at 7:47p.m.

The next Regular Meeting will be held on Tuesday, March 22, 2011, in Blythe.