

PALO VERDE COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

BOARD OF TRUSTEES

One College Drive in Blythe – CL 101

(and Teleconference held at 725 West Broadway in Needles-Classroom #8)

Tuesday, April 24, 2012

5:00 p.m.

Meeting 12-07

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.

Roll Call

Present: Ed Gonzales, President (by ITV from Needles Center)
Millie Rodriguez, Vice President
Jerry Lewis, Clerk of the Board (by ITV from Needles Center)
Ted Arneson, Trustee
Sam Burton, Trustee
Lincoln Edmond, Trustee
George Thomas, Trustee
Frannie Gregory, Student Trustee

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

Recorder: Carrie Mullion, Administrative Assistant to Superintendent/President and Board of Trustees

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

It was moved by Ms. Rodriguez, seconded by Mr. Lewis, and unanimously carried, that the Minutes of the Special Meeting of March 13, 2012 be approved.

It was moved by Dr. Thomas, seconded by Mr. Burton, and unanimously carried, that the Minutes of the Regular Meeting of March 27, 2012 be approved.

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

(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.)

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

1. Conference with Labor Negotiator, Denise Whittaker - CCA/CTA, CSEA, and Non-Represented Employees.
2. Conference with Legal Counsel – Existing Litigation pursuant to Government Code Section 54956.9(a) Palo Verde Community College District v. Western Insurance Company.

HEARING OF CITIZENS (AGENDA ITEMS)

None.

REPORTS

Associated Student Government

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

1. ASG Talent Show will be Friday, April 27, 2012 at 6:00 p.m. Tickets are \$7.00 presale and \$10.00 at the door.
2. Elections for ASG officers will be held in May.
3. ASG Volleyball Tournament will be held in May.

Academic Senate

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

1. Academic Senate has appointed 2 members for the Superintendent/President Search Committee.
2. Academic Senate meeting dates for the next academic year will be the 2nd Tuesday of the month beginning in September 2012.
3. SLO Committee has come up with a recommendation for language to propose to CTA and administration for SLO requirements that are due Fall 2012. Approval of the recommendation will be at the next Academic Senate meeting in May, and then it will go forward to CTA and administration.

CSEA

Not present for this meeting.

CCA/CTA

Mr. Cople, President of CCA/CTA, provided the following report:

1. Finished negotiations last week. The process went very well and thanked the District for their cooperation. Strongly urged the Board of Trustees to vote in favor of the recommendation which will be presented in closed session tonight; as the faculty members who received layoff notices will be anxiously waiting for the Board's decision. Thanked the negotiation team and Mr. Shibalovich for their work with negotiations.
2. CTA officers for next year will be Derek Copple, President; Irma Dagnino, Vice President; Robert Robertson, Secretary; Paul Shibalovich, Treasurer; Greg Snider, At Large.
3. Thanked administration for all they have been doing to get the College back on track. Faculty will continue to work with administration and the Board of Trustees with consideration to all parties.

Denise Whittaker, Interim Superintendent/President

Ms. Whittaker provided the following report:

1. Provided the Board of Trustees and administration an Update Report from Jeanette Mann, President of California Community College Trustees Association dated April 23, 2012.
2. The Accreditation team will be on campus May 3, 2012 for a follow-up site visit. An agenda for the team is in the process of being scheduled which will be distributed to the Board of Trustees, and the College community.

REPORTS (continued)

3. Explained the Voluntary Cap, Tassel, and Gown Purchase Opportunity, and provided the form for the Board of Trustees to participate in this program.
4. Introduced Dr. Kay Ragan, and thanked Dr. Ragan for her willingness to serve as Interim Vice President of Student Services.

Kay Ragan, Interim Vice President of Student Services

Dr. Ragan provided the following report:

1. Admission and Records participated in Datatel training updates.
2. CCC Apply applications are being submitted.
3. Priority registration begins April 30, 2012.
4. Petitions to Graduate have been completed for the campus population. Petitions to Graduate for incarcerated students are currently being evaluated.
5. Current enrollment is 1,908.
6. CalWORKS Advisory Meeting is May 9, 2012, and the Recognition Luncheon is May 10, 2012.
7. Financial Aid is completing the files for this year, and they are recruiting students to re-file financial aid for the next academic year. Students who file for financial aid after July 15, 2012 will have to submit an Income Tax Transcript along with their application.
8. EOP&S will hold College Night on May 15, 2012. Students will be participating as ambassadors.
9. DSP&S and TRiO Grant students are planning a trip to San Diego State University.

William Smith, Vice President of Instructional Services

Mr. Smith provided the following report:

1. The Instruction Office continues to work on several Program Reviews. They will then go to the Budget Committee, and College Council/Strategic Planning Steering Committee for approval. After approval from these two committees, they will then be submitted to the Board of Trustees for final approval.
2. Online segments will be added to course outlines in preparation to offer more online courses in the fall to increase FTES. A Special Curriculum Meeting will be held in May.
3. Needles Center has been working with EOP&S.
4. The Veteran's Administration, in conjunction with the City of Needles, will host a Veteran's Administration Seminar at the Needles Center. Also, BSNF Railroad has been offering classes Tuesday, Wednesday, and Thursdays at the Needles Center.
5. The Solar Class has graduated 27 students. Out of the 27 students, 19 have passed, which gives a pass rate of 70%.

Cristen Mann, Director, Needles Center

Ms. Mann provided the following report:

1. Preparing for EOP&S second contacts.
2. Mr. LaVigne from DSP&S will be traveling to the Needles Center to test and meet with students.
3. BNSF Railroad is using a classroom at the Needles Center.
4. Spoke to Needles High School Counseling Department to coordinate students taking a field trip to the Needles Center, and to take the College Placement Test. This field trip would also allow students to enroll in Palo Verde College classes before they go on their summer break.

Board of Trustees Comments and Discussion

Mr. Arneson asked Mr. Castillo to clarify his report regarding the SLO Committee and the process of including it in faculty evaluations and Mr. Castillo clarified.

REPORTS (continued)

Mr. Gonzales commented that the local Needles newspaper contacted him regarding an interview about the selection of the new Superintendent/President. Mr. Gonzales and Mr. Lewis will provide an interview tomorrow. Mr. Gonzales asked Ms. Whittaker if she would like the Needles Trustees to be at the Blythe campus for the Accreditation Visit on May 3, 2012. Ms. Whittaker stated that she is waiting to hear from the Team Chair as to the logistics of the meeting, and suggested that the meeting could take place by ITV.

INFORMATION ITEMS

1. Association of Community College Trustees State of the Association Report July 1, 2010 to June 30, 2011 (*shown loose in Board folders*).
2. Commencement invitations for Trustees for Palo Verde College, Ironwood and Chuckawalla Valley State Prison Prisons (*shown loose in Board folders*).
3. Letter from Accrediting Commission for Community and Junior Colleges approving the Substantive Change Proposal (*shown loose in Board folders*).
4. 2011-2012 Annual Report to the Accreditation Commission for Community and Junior Colleges (*shown loose in Board folders*).
5. Palo Verde Community College Purchase Order Activity Report, March 1-31, 2012 (*shown loose in Board folders*).
6. Palo Verde Community College General Fund Cash Analysis for period ending March 31, 2012 (*shown loose in Board folders*).
7. ACCJC will conduct a Palo Verde College Site Visit Thursday, May 3, 2012, as a follow-up to the Special Report that was submitted on December 15, 2011 (*shown loose in Board folders*).

Mr. Lewis stated he appreciated receiving the Purchase Order Activity Report and questioned P.O. #P0041920 on page 3 for \$274,013.72. Ms. Whittaker and Mr. Smith provided clarification, and stated this is the agreement with Industrial Emergency Council which is for ISA Fire Science classes. Mr. Lewis questioned P.O. #B0010185, B0010186 and B0010187 on page 5. Ms. Egan stated these are open P.O.'s for childcare provided to the CalWORKS program. Mr. Lewis questioned P.O. #P0041933 on page 6, and Ms. Whittaker provided clarification.

CONSENT RESOLUTIONS

A. INSTRUCTION

Resolution 12-07 A-08 – CURRICULUM APPROVED AT MARCH AND APRIL MEETING

BE IT RESOLVED, that Palo Verde Community College District Board approves new and revised courses in various curriculum areas, as shown in Reference A-08.

Resolution 12-07 A-09 – INSTRUCTORS RECOMMENDED TO BE GRANTED EQUIVALENCY

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the following instructors be granted equivalency. A certification of equivalency means only that an applicant has met the minimum qualifications for a discipline, and has been put into a hiring pool. Equivalency is not promise of future employment.

<u>Name</u>	<u>Discipline</u>	<u>Authorization for</u>		<u>Valid</u>	<u>Committee</u>
		<u>Service</u>			<u>Action</u>
Andrade, Lupita	Sociology	Full-Time	Life		Approved 4/2012
Dagnino, Irma	Alcohol & Drug Studies	Full-Time	Life		Approved 4/2012

CONSENT RESOLUTIONS (continued)

Medina, Carlos	Sociology	Full-Time	Life	Approved 4/2012
Rivera, Hortensia	Alcohol & Drug Studies	Full-Time	Life	Approved 4/2012
Slagan, Stephanie	Office Technologies	Full-Time	Life	Approved 4/2012

C. PERSONNEL

(Academic/Management/Confidential/Classified Personnel)

Resolution 12-07 C-16 – ACCEPTANCE OF PALO VERDE COMMUNITY COLLEGE DISTRICT VOLUNTARY REDUCED ASSIGNMENT

BE IT RESOLVED, that the Interim Superintendent/President accepts the Palo Verde Community College District Voluntary Reduced Assignment for the following Academic Administrative, Academic, Management/Confidential, and Classified Personnel:

<u>Name</u>	<u>Title</u>	<u>Reduced Assignment</u>	<u>Effective Date</u>
Burgeson, Sharron	Nursing and Allied Health Coordinator	10 month	July 1, 2012
Lujano, Virginia	Executive Secretary to V.P. of Student Services	10.5 month	July 1, 2012
Rayner, Leslie	Instructional Services Secretary	10.5 month	July 1, 2012

Resolution 12-07 C-17 – REASSIGNMENT TO TEMPORARY/SUBSTITUTE POSITION OF ADMINISTRATIVE SERVICES TECHNICIAN

BE IT RESOLVED, that Stephanie Slagan be reassigned as Temporary/Substitute Administrative Services Technician, 40 hours per week, at her current placement on the Classified Salary Schedule + 5% out-of-class pay, effective as soon as can be arranged, and ending when the position has been permanently filled.

Resolution 12-07 C-18 – ACCEPTANCE OF PALO VERDE COMMUNITY COLLEGE DISTRICT INCENTIVE PLAN FOR 49% VOLUNTARY REDUCED ASSIGNMENT

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees accepts the Palo Verde Community College District Incentive Plan for 49% Voluntary Reduced Assignment for the following Management/Confidential Personnel:

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Egan, Eric	Assist. Director of Info. Technology	July 1, 2012

Resolution 12-07 C-19 – ACCEPTANCE OF PALO VERDE COMMUNITY COLLEGE DISTRICT RESIGNATION INCENTIVE PLAN

BE IT RESOLVED, that the Interim Superintendent/President accepts the Palo Verde Community College District Resignation Incentive Plan for the following Academic Administrative, Academic, Management/Confidential, and Classified Personnel:

<u>Name</u>	<u>Title</u>	<u>Effective Resignation Date</u>
Hernandez, Victor	EOPS Counselor	July 1, 2012
Mann, Cristen	Director, Needles Center	June 1, 2012

CONSENT RESOLUTIONS (continued)

Resolution 12-07 C-20 – LATERAL TRANSFER OF COUNSELOR TO COOPERATIVE WORK EXPERIENCE COORDINATOR/VOCATIONAL CAREER SPECIALIST

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the lateral transfer for Irma Dagnino from Counselor to Cooperative Work Experience Coordinator/Vocational Career Specialist, effective April 1, 2012, with no change to current salary.

(Student Personnel)

Resolution 12-07 C-21 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR SPRING SEMESTER 2012

BE IT RESOLVED, that the following part-time temporary student employees (student aides, interpreters/student services clerks, tutors, peer counselor/coordinators, and peer counselor/recruiters) be approved for Spring Semester 2012:

Brown, Ashlee	Peer Counselor	DSP&S
Thevinin, Melinda	Student Services Clerk	Fiscal Services Office

(Volunteer Personnel)

Resolution 12-07 C-22 – VOLUNTEER FOR OUTREACH

BE IT RESOLVED, that Maria Lopez be approved as a volunteer for Outreach/Student Services, effective May 1, 2012, until a time to be determined in the future.

(Blanket Motion)

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

There was discussion on Resolution 12-07 C-17 and Ms. Whittaker clarified.

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

B. Business

Resolution 12-07 B-26 – SERVICE AGREEMENT WITH CREDENTIALS INC.

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Service Agreement with Credentials Inc., as shown in Reference B-26, for automated transcript processing service TranscriptsPlus and software interface RoboRegistrar in the amount of \$5,000. Once implemented, this agreement will bring Palo Verde College into compliance with AB1056, which requires Community Colleges to convert from a paper-based transcript process to an electronic system.

ACTION ITEMS (continued)

It was moved by Mr. Burton, and seconded by Dr. Thomas, that Resolution 12-07 B-26 be approved.

There was discussion on Resolution 12-07 B-26 and Ms. Whittaker and Ms. Egan provided clarification.

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 12-07 B-27 – RATIFICATION OF AGREEMENT WITH DEPARTMENT OF GENERAL SERVICES/OFFICE OF ADMINISTRATIVE HEARINGS

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the ratification of the Agreement with Department of General Services/Office of Administrative Hearings, effective immediately and ending June 30, 2014, not to exceed \$48,000, as shown in Reference B-27.

It was moved by Mr. Burton, and seconded by Mr. Edmond, that Resolution 12-06 B-27 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

C. Personnel

(Classified)

Resolution 12-07 C-23 – REVISED JOB DESCRIPTION FOR ADMINISTRATIVE SERVICES TECHNICIAN

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the revised job description, as shown in Reference C-23, for Administrative Services Technician, with no change to classification, a CSEA classified position, full-time, 12 months, 40 hours per week position.

It was moved by Dr. Thomas, and seconded by Mr. Burton, that Resolution 12-06 C-23 be approved.

There was discussion on Resolution 12-07 C-23 and Ms. Whittaker and Ms. Egan provided clarification.

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)

D. Miscellaneous

Resolution 12-07 D-18 – CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD ELECTION 2012

BE IT RESOLVED, that the Official Ballot for the California Community College Trustees (CCCT) Board Election for 2012, be submitted as follows:

- | | |
|---------------------------------|-----------------------------------|
| 1. <u>Janet Chaniot</u> | 5. <u>Bernard “Bee Jay” Jones</u> |
| 2. <u>Angela Acosta Salazar</u> | 6. <u>Marcia Zableckis</u> |
| 3. <u>Manny Ontiveros</u> | 7. <u>Chris Stampolis</u> |
| 4. <u>Deborah LeBlanc</u> | 8. <u>None</u> |

It was moved by Mr. Lewis, and seconded by Ms. Rodriguez, that Resolution 12-07 D-18 be approved.

A voice vote was taken, all in favor, motion carried.

Resolution 12-07 D-19 – ACCEPTANCE OF DONATION TRANSFER FROM PALO VERDE COLLEGE FOUNDATION

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees accepts the donation of a 1993 Ford Pick Up from Palo Verde College Foundation to be used for the Automotive Technology Program.

Ms. Whittaker amended this Resolution to read Palo Verde Community College District Board of Trustees accepts the **transfer** of a 1993 Ford Pick Up from Palo Verde College Foundation to be used for the Automotive Technology Program.

It was moved by Dr. Thomas, and seconded by Mr. Lewis, that Resolution 12-07 D-19 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 12-07 D-20 – CAMPUS CLOSURE JULY 2-16, 2012

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the recommendation of the Interim Superintendent/President, in consultation with College Council/Strategic Planning Steering Committee and Budget Committee, to close Palo Verde College from July 2-16, 2012, to conserve energy and potentially save dollars in other areas of the budget. Negotiations with CSEA will be held to determine if the time is without pay as part of the budget cuts, or mandated vacation. Exceptions to work will be justified and determined by the Interim Superintendent/President if deemed operationally necessary.

It was moved by Dr. Thomas, and seconded by Mr. Lewis, that Resolution 12-07 D-20 be approved.

There was discussion and Ms. Whittaker provided clarification.

ACTION ITEMS (continued)

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 12-07 D-21 – BOARD OF TRUSTEES STUDY SESSION FOR MAY 8, 2012

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees will conduct a Study Session on Tuesday, May 8, 2012 in Blythe to address the development of District Budget.

It was moved by Mr. Arneson, and seconded by Ms. Rodriguez, that Resolution 12-07 D-21 be approved.

There was discussion and the Board of Trustees agreed to move the meeting time to 4:30 p.m. for this Study Session.

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 and Interim Superintendent/President adjourned to closed session at 6:08 p.m. to discuss the following:

1. Conference with Labor Negotiator, Denise Whittaker - CCA/CTA, CSEA, and Non-Represented Employees.
2. Conference with Legal Counsel – Existing Litigation pursuant to Government Code Section 54956.9(a) Palo Verde Community College District v. Western Insurance Company.

OPEN SESSION

Trustees and the Interim Superintendent/President returned to Open Session at 7:10 p.m. and reported the following from Closed Session:

BAKER ELECTRIC SETTLEMENT CLAIM

Under Government Code 54957.1, the Board of Trustees took action during Closed Session to accept Baker Electric’s settlement offer of \$173,665.89 to settle their claim of costs associated with the Fine and Performing Arts building construction project delays, inefficiencies, and extended costs, to be added to the current active invoice of \$301,334.1, for a grand total of \$475,000.000 to be paid by May 1, 2012 or shortly thereafter.

A motioned was made by Mr. Lewis, seconded by Mr. Arneson, and unanimously carried, to approve Baker Electric’s settlement offer of \$173,665.89 to mitigate the costs associated with the Fine and Performing Arts building construction project delays, inefficiencies, and extended costs, to be added to the current active invoice of \$301,334.1, for a grand total of \$475,000.000 to be paid by May 1, 2012 or shortly thereafter, per the following breakdown:

\$298,991.69 - release of retention
\$ 2,342.42 - contract balance
\$173,665.89 - settlement of delay/inefficiency/extended cost claim
\$475,000.00 - total settlement

CTA / PVCCD TENTATIVE AGREEMENT

A motioned was made by Mr. Lewis, seconded by Dr. Thomas, and unanimously carried, to approve the ratification of the CTA / Palo Verde Community College District Tentative Agreement signed and ratified on April 20, 2012 and April 24, 2012 respectively, pending Board of Trustees approval, as presented.

RESCIND MARCH 15TH LAYOFF NOTICES

A motioned was made by Mr. Lewis; seconded by Mr. Arneson, and unanimously carried, to rescind the March 15th Layoff Notices effective immediately.

ADJOURNMENT

The meeting was adjourned at 7:16 p.m.

A Study Session will be held on Tuesday, May 8, 2012 in Blythe, CA.

The next Regular Meeting will be held on Tuesday, May 22, 2012 in Blythe, CA.

**Minutes approved at the May 22, 2012
Regular Meeting of the Board of Trustees**

Interim Secretary of the Board