

PALO VERDE COMMUNITY COLLEGE DISTRICT
REGULAR MEETING
BOARD OF TRUSTEES
Assembly Room (CL 101) - Classroom/Lab Building
Tuesday, August 25, 2009
4:30 p.m.

Meeting 09-14

MINUTES

OPENING OF MEETING

The Regular Meeting of the Board of Trustees was called to order by the President of the Board, Debbie Birdsong, at 4:32 p.m.

The salute to the American Flag was led by Ted Arneson, Trustee.

Present: Debbie Birdsong, President
 Millie Rodriguez, Clerk of the Board
 Ted Arneson, Trustee
 Lincoln Edmond, Trustee
 Jerry Lewis, Trustee
 Tara Perkins, Student Trustee

Absent: Ed Gonzales, Vice President
 Sam Burton, 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

Recorder: Lindy Stewart, Executive Assistant

Visitors/Staff: Reva Gilmore, Dennese Lilley-Edgerton, Dora Lee Grundy, Max Schoenrock, and other signatures that were illegible.

It was moved by Mr. Lewis, seconded by Mr. Edmond, and unanimously carried, that the Minutes of the Regular Meeting of July 28, 2009, be approved.

It was moved by Ms. Rodriguez, seconded by Mr. Edmond, and unanimously carried, that the Minutes of the Special Meeting of August 11, 2009, be approved.

Dr. Hottois asked Ms. Birdsong to consider deferring the Closed Session item, Evaluation of the Supt./President, as well as the Evaluation of the Board of Trustees which are listed on the agenda this evening. Ms. Birdsong said due to the absence of trustees she thought this would be a good idea and requested a motion to table these items.

It was moved by Ms. Rodriguez, seconded by Mr. Edmond, and unanimously carried, that the Agenda for this meeting be approved as amended to table the two evaluations.

(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 END OF MEETING)

~~Public Employee Performance: Evaluation of Superintendent/President and presentation of Goals for 2009-10. Board of Trustees evaluation will be held in open session (per Brown Act) at the end of this meeting (all evaluation documents shown loose in Board of Trustees folders).~~

HEARING OF CITIZENS (AGENDA ITEMS)

Ms. Gilmore requested to speak on Resolution B-65, Proposal for Space Inventory Update, on page 4. It was determined, that this resolution is to hire a consultant and not discuss space inventory. Ms. Birdsong said Ms. Gilmore's issue will be addressed under Non-Agenda items.

REPORTS

Associated Student Body

Ms. Tara Perkins, Student Trustee, provided the ASB report.

1. Ms. Perklins invited trustees to an ice cream social ASB is holding on Monday, August 27th at 12 p.m. in CS 123. This will be the first of four activities for ASB's "Welcome Week."
2. Tuesday is dining in the Den.
3. Wednesday is movie day in CL 101.
4. Thursday ASB will hold a spirit day and a scavenger hunt and they are requesting everyone to wear the school colors (blue and gold).

Academic Senate

Dennese Lilley-Edgerton provided the report for the Academic Senate.

1. Ms. Lilley-Edgerton introduced herself as the new Academic Senate President.
2. The Academic Senate held their first meeting today and they created a new task force. Their first job will be to review and work on amending the Senate's constitution.
3. The committee assignments for the new year have been completed and will be forwarded to Lindy Stewart.
4. The Academic Senate is "going green" and will no longer be sending paper copies of the agenda/minutes, etc. to the faculty. They can go to a new Academic Senate website (created by Richard Castillo), download this information, and print if they desire. They are very excited about this and Dennese will ask Mr. Castillo to send this link to the Board of Trustees.

CSEA

No report.

CCA/CTA

No report.

Superintendent/President

1. Dr. Hottois said that the modular buildings at the Needles High School will be removed probably next week. Initially, Needles Unified had indicated an interest in having these buildings but this did not work out financially.
2. The Fine & Performing Arts Complex is progressing with concrete walls most likely going up next week.
3. Enrollment figures have not yet been determined although it appears there are many students. Efforts are being focused on the Enterprise software conversion and on-line registration so this has taken priority over getting the enrollment numbers.

REPORTS (continued)

Superintendent/President (continued)

4. Dr. Hottois invited trustees to stop by the Den as there is a new food service provider.
5. The Superintendent/President's office is also making an effort to "go green" by not providing paper copies of items that can be accessed on-line or via e-mail.
6. The college buildings are 100% energized by solar during the day. The ribbon cutting for the solar field will be held on Tuesday, September 15th at 10:00 a.m. near the multi-purpose field.

Geri Butler, Vice President of Administrative Services

1. Ms. Butler provided a hand-out (dated 8/21/09) from the Riverside County Schools Advocacy Association (RCSAA) which provided their perspective on the budget.
2. Ms. Butler said she attended a budget workshop last Wednesday which did not provide much information. Right before this meeting she did receive an e-mail from the Chancellor's Office with more budget update numbers that she will review.
3. Administrative Services is waiting for year-end reports from the County to assist in actual closing numbers for 2008-09.
4. A meeting was held with categorical managers today to discuss budgets for this fiscal year to provide federal information on the backfill and uncertainties. There was also discussion on which categorical funds can lend to another program. It was determined, that monthly categorical fund meetings will be held to keep current on crucial issues.
5. Beginning this week a double entry system has been used on student enrollments for both cash receipts and Datatel to keep in balance. Any issues are being worked out with Datatel so things are going well.
6. The Information Technology Department is still heavily tied up with Datatel.

Diana Rodriguez, Vice President of Student Services

1. Ms. Rodriguez said as Dr. Hottois mentioned no numbers can be reported at this time for the current enrollments. Hopefully this will be resolved soon.
2. Students have started enrolling on-line. There have been some glitches but this is being addressed and some paper applications are still being accepted.
3. The Admissions & Records department is doing a fantastic job in working with Datatel on hand entering registration applications and working out the "bugs."
4. The EOPS department visited Needles on August 6 to enroll students. EOPS should have an overall enrollment of about 462 students this fall.
5. The CARE program should have about 27 students enrolled.
6. The counselors are diligently working to adjust the students to the new programs on-line as well as counseling and coordinating educational plans.
7. CalWORKs has 22 students to date.
8. Financial Aid is sending out award letters, assisting with the enrollment process, working with Datatel, and distributing student checks.
9. Over the summer Irma Dagnino, Counselor, worked on sending out new articulation agreements with all the UC and CSU schools. Courses were also submitted for CSU and IGETC transfer certification. Ms. Rodriguez thanked her for these efforts.
10. DSPS was in Needles and will be returning to do more LD (learning disability) testing. DSPS is also working on a short DVD for orientation with the high school students as a pilot project with hopes of this becoming campus-wide and on-line.
11. Transfer & Career Day has been scheduled for October 15, 2009. All CSU, UC and private schools in the area have been invited to attend and a series of classroom presentations are being prepared on transfer and career awareness.
12. The categorical managers met today to discuss budget and projections. Ms. Rodriguez commended Geri Butler and Cindy Pickering for an outstanding job on providing updates and direction on how to proceed on spending in the future.

REPORTS (continued)

Diana Rodriguez, Vice President of Student Services (continued)

Ms. Butler responded to a question from Mr. Arneson regarding the process of collecting the additional \$6.00 increase on registration fees. Ms. Butler said Administrative Services is drafting a letter to send to students who registered early to bill them for the additional fees. First they have to determine which students registered early and how much they owe.

It was also confirmed by Ms. Rodriguez, that no students are being turned away and the last day to register is this Friday, August 28, 2009.

William Smith, Vice President of Instructional Services

1. Mr. Smith said the Instruction office has been working to adjust classes over the last two weeks based on the number of enrollments and so far the cuts have been pretty conservative. In response to a question from Mr. Arneson, Mr. Smith confirmed that the faculty currently have full loads.
2. The Division Chairs will be having a meeting to discuss Program Review and 16 faculty evaluations which are scheduled for this year.
3. An item that did not make the deadline for this agenda but will be on the next agenda will be to hire a part-time temporary instructional aide to work at the Physical Education Center to cover the workout room
4. Mr. Smith said there was also a consultant agreement that did not make this agenda but will be on the next agenda. Dr. Patricia Ryan is working for the college to cover the clinicals for the LVN program. She has been assisting students on the main campus for the last few weeks but will also be covering the nursing clinicals in the Palm Desert area (at J.F.K) which is where she lives. This will save the per diem mileage for our current nursing instructors not having to travel to the Palm Desert area.
5. Overall enrollments in Needles are not known at this time but per Dorothy Machula, over the last two weeks it appears student enrollments are up.

Board of Trustees Comments and Discussion

1. Mr. Lewis said he knows that Dr. Hottois has met the new Superintendent in Needles but he asked about the progress of meeting with the new high school principal and middle school to coordinate those outreach programs. Dr. Hottois said both he and Ms. Machula have discussed with Mr. Davit (new Superintendent) outreach to the Needles High School. They discussed the conflict of the high school and college calendar schedules which makes it impossible for high school students to attend college classes concurrently like the system that has been set up with Palo Verde High School.
2. Ms. Rodriguez presented a "Pirate Post" publication dated November/December 2000 for the college archives which announces "The New College is On Its Way!" She said Alan Weeks reprinted this from one that her sister had in a very nice style and did not charge for it as it is a gift for Palo Verde College.
3. Mr. Arneson confirmed with Dr. Hottois that the modular units in Needles are being turned in and not used by Needles Unified.

INFORMATION ITEMS

Ms. Birdsong briefly reviewed the list of Information Items. Dr. Hottois noted that item number 5., Grand Opening in Needles will most likely be delayed again.

1. Second Read of revised Board Policy 2310, Regular Meetings of the Board (*see action item under D. Miscellaneous*).
2. Second Read of revised Board Policy 5070, Attendance (*see action item under D. Miscellaneous*).
3. Notice of Inland Valley Trustee Association (IVTA) teleconference meeting on September 28, 2009, and November meeting at CCLC (*notice shown loose in trustee folders*).

INFORMATION ITEMS (continued)

4. A Ribbon Cutting ceremony for the solar project will be held on Tuesday, September 15th at 10:00 a.m. – please mark your calendars.
5. A Grand Opening celebration is being planned for PVC Needles (at Claypool Bldg.) on Friday, September 25, 2009 (*this is still tentative*) - please mark your calendars.
6. An increase in student enrollment fees from \$20/unit to \$26/unit has been approved by the state of California effective Fall Semester 2009. All students who already paid fees for Fall Semester must pay the increase of \$6/unit.

CONSENT RESOLUTIONS

Clarification was provided to trustees on Resolutions B-61 and B-62 regarding the LAIF account transfers with Ms. Butler and Dr. Hottois clarifying the difference between the COPs transfers (which include state capital project funds, Datatel, and Chiller Plants) versus emergency transfers (if needed from COP funds).

A blanket motion was made by Mr. Edmond, seconded by Mr. Arneson, and unanimously carried, that the Consent Resolutions be approved as submitted. (Student Advisory Vote: Yes)

A. Instruction

Resolution 09-14 A-14 - ADVISORY COMMITTEES FOR ADMIN. SERVICES, SBEDC AND STUDENT SERVICES FOR ACADEMIC YEAR 2009-2010

BE IT RESOLVED that the Palo Verde Community College District approves Advisory Committees and members, as shown in Reference A-14, to serve for the 2009-2010 academic year, for the areas of Administrative Services, SBEDC (Small Business Economic Development Center) and Student Services.

B. Business

Resolution 09-14 B-58 - REGISTER OF WARRANTS AND FINANCIAL REPORT FOR 7/31/09

BE IT RESOLVED that the Register of Warrants and Financial Report for the period ending July 31, 2009, be approved.

Resolution 09-14 B-59 - QUARTERLY FINANCIAL STATUS REPORT

BE IT RESOLVED that the revised Quarterly Financial Status Report (CCFS-311Q), for quarter ended June 30, 2009, as prepared by Administrative Services and shown in Reference B-59, is accepted as submitted to the Chancellor's Office.

Resolution 09-14 B-60 - FISCAL TRANSFERS FOR FY 2009-10

BE IT RESOLVED that the Palo Verde Community College District approves Administrative Services to process financial transfers as needed for this fiscal year (2009-10). This will allow Administrative Services to make necessary changes as they occur in the Governor's budget for both general fund and all categorical funds.

Resolution 09-14 B-61 - LAIF ACCOUNT TRANSFERS FOR FY 2009-10 (COPs)

BE IT RESOLVED that the Palo Verde Community College District approves wire transfers between the county and the LAIF (Local Agency Investment Fund) account for the purpose of depositing all proceeds relating to the Certificates of Participation. Wire transfers will be done upon the receipt of monies from the state capital project reimbursements and the amount is not to exceed \$5,000,000 for the fiscal year 2009-10.

CONSENT RESOLUTIONS (continued)

B. Business

Resolution 09-14 B-62 - LAIF ACCOUNT TRANSFERS FOR FY 2009-10 (EMERGENCY)

BE IT RESOLVED that the Palo Verde Community College District approves wire transfers between the LAIF (Local Agency Investment Fund) and the county accounts 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 2009-10.

Resolution 09-14 B-63 - AGREEMENT FOR INFORMATION SYSTEMS SUPPORT

BE IT RESOLVED that the Palo Verde Community College District approves the annual agreement with Riverside County Office of Education for Information Systems Support (Galaxy) for fiscal year 2009-10, with coverage and charges as shown in Reference B-63.

Resolution 09-14 B-64 - CONSULTANT AGREEMENT (IRONWOOD PRISON)

BE IT RESOLVED that the Palo Verde Community College District approve the Agreement for Consultant Services for the following personnel, to provide academic advising services, proctoring, etc. for inmate instruction at Ironwood State Prison, for the academic year 2009-2010, for approximately 175 hours per semester @ \$27.00 per hour (\$9,450/fiscal year for each employee): Michael J. Halloran.

C. Personnel

(Academic Personnel)

Resolution 09-14 C-53 - PART-TIME INSTRUCTORS/COUNSELORS FOR FALL SEMESTER 2009

BE IT RESOLVED that part-time instructors/counselors, as shown in Reference C-53, be approved for Fall Semester 2009.

(Classified Personnel)

Resolution 09-14 C-54 - CDC INSTRUCTIONAL AIDE FROM FULL TO PART-TIME

BE IT RESOLVED that Alice Rodriguez, a full-time classified Instructional Aide at the Child Development Center, has requested to go from full to part-time employment (with no health benefits and at same hourly rate) in order to complete her nursing program. Her duties will be covered with a temporary substitute Instructional Aides.

(Student Personnel)

Resolution 09-14 C-55 - PART-TIME TEMPORARY STUDENT EMPLOYEES FOR FALL SEMESTER 2009

BE IT RESOLVED that part-time temporary student employees (aides, interpreters, tutors peer coordinator/counselors, and peer counselor/recruiters), as shown in Reference C-55, be approved for the Fall Semester of 2009.

(Student Volunteer)

Resolution 09-14 C-56 - STUDENT VOLUNTEER FOR STUDENT SERVICES

BE IT RESOLVED, that Vincent Nunez be approved as a student volunteer for Student Services in the EOPS office effective August 26, 2009, until a time to be determined in the future.

ACTION ITEMS

B. Business

Resolution 09-14 B-65 - PROPOSAL FOR SPACE INVENTORY UPDATE

Dr. Hattois clarified that for the past decade the annual space inventory report to the state has been done by Jim Pell (of Campus Planning Group) who has indicated that he wants to retire from consulting. Dr. Hattois conferred with Ron Beeler, an experienced facilities consultant, who recommended Mr. Cannon. Dr. Hattois also spoke to Marilyn Keithley who worked with Jim Pell for Campus Planning Group and she has indicated a desire to work with Mr. Cannon.

It was moved by Mr. Edmond, seconded by Ms. Rodriguez, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: Yes)

BE IT RESOLVED that the Palo Verde Community College District approves the proposal, as shown in Reference B-65, from Merle E. Cannon of Alameda, California, to assist in the annual space inventory update and enter in FUSION for the October submittal in the amount of \$3,000 (*this report was done in previous years by the Campus Planning Group*).

D. Miscellaneous

Resolution 09-14 D-21 - STUDY SESSION FOR SEPTEMBER 2009

Dr. Hattois said the college has an accreditation report which is due in October and instead of having a Study Session in September it would be more feasible to present it at the September 22nd regular meeting. This will give Brian Thieboux the time he needs to prepare the report.

It was moved by Mr. Lewis, seconded by Mr. Edmond, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: Yes)

BE IT RESOLVED that the Study Session for September 8, 2009, is canceled.

Resolution 09-14 D-22 - BOARD POLICY 2310

Dr. Hattois noted that this is just a technical change for the PVC address in Needles due to the move to the Claypool Building.

It was moved by Mr. Arneson, seconded by Mr. Edmond, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: Yes)

BE IT RESOLVED that Palo Verde Community College District hereby approves revised Board Policy 2310, Regular Meetings of the Board, as shown in Reference D-22. This is the second reading and approval.

Resolution 09-14 D-23 - BOARD POLICY 5070

Dr. Hattois said this change will permit the college (through the administrative procedures) to require students who have preregistered to begin attending classes on the first day which will eliminate the problem with waiting lists. There have been discussions with the Academic Senate on how to implement this.

It was moved by Ms. Rodriguez, seconded by Mr. Edmond, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: Yes)

BE IT RESOLVED that Palo Verde Community College District hereby approves revised Board Policy 5070, Attendance, as shown in Reference D-23. This is the second reading and approval.

ACTION ITEMS (continued)

D. Miscellaneous

Resolution 09-14 D-24 - DISBAND NEEDLES CITIZENS' BOND OVERSIGHT COMMITTEE

Dr. Hottois explained that in 2005 the bond campaign in Needles was successful and the college indicated to the community that a Bond Oversight Committee would be created to oversee the expenditure of the bond funds. The bond money has been expended and the building completed therefore this action will disband the committee. The committee members will be thanked for their service and provided a final report.

It was moved by Mr. Edmond, seconded by Mr. Lewis, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: Yes)

BE IT RESOLVED that Palo Verde Community College District disbands and terminates activities of the Needles Citizens' Bond Oversight Committee (established September 27, 2005) effective September 1, 2009, per charter requirements *[which state "the committee shall automatically terminate and disband at the earlier of the date when (a) all bond proceeds are spent, or (b) all projects funded by bond proceeds are complete"]*.

HEARING OF CITIZENS (NON-AGENDA ITEMS)

Reva Gilmore, Office Occupations Instructor, thanked the Board for letting her speak. She said she is actually speaking on behalf of the students not herself. She referred to the California Administrative Code, Title 5, §51008, Comprehensive Plan, which deals with the long range master plans for facilities *(a copy of this Education Code was given to Ms. Stewart by Ms. Gilmore for inclusion in the permanent file and is available to the public)*. Ms. Gilmore read the content of this code and said the reason she is bringing this up is that the "model office" which she has used since 1973 has been dismantled and she wants to know if this code was followed. She noted the problems she is having now trying to teach without the "model office" and wanted to know who made this decision and why she was not notified. This is a brief summary of the topic Ms. Gilmore spoke to for approximately seven minutes *(a copy of the recording is on file with the permanent minutes)*.

BOARD OF TRUSTEES EVALUATION

The Board of Trustees elected to table this item until the next meeting.

CLOSED SESSION

This item was tabled to the next meeting: Public Employee Performance: Evaluation of Superintendent/President and presentation of Goals for 2009-10.

ADJOURNMENT

It was moved by Ms. Rodriguez, seconded by Mr. Arneson, and unanimously carried, that the meeting be adjourned at 5:40 p.m.

The next Regular Meeting will be held on Tuesday, September 22, 2009, in Blythe.

**Minutes approved at the September 22, 2009
Regular Meeting of the Board of Trustees**

Secretary to the Board