

PALO VERDE COMMUNITY COLLEGE DISTRICT
SPECIAL MEETING/STUDY SESSION
BOARD OF TRUSTEES
One College Drive in Blythe – CL 101
Tuesday, October 16, 2012
5:00 p.m.

Meeting 12-20

MINUTES

I. OPENING OF MEETING

1. Call to Order

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.

2. Flag Salute

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

3. Roll Call

Present: Ed Gonzales, President
Millie Rodriguez, Vice President
Jerry Lewis, Clerk
Ted Arneson, Trustee
Lincoln Edmond, Trustee
George Thomas, Trustee
Frannie Gregory, Student Trustee

Administrators Present: Denise Whittaker, Interim Superintendent/President
Sharon Jones, Interim Vice President of Instructional and Student Services

Absent: None

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

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

4. Approval of the Agenda for this meeting.

It was moved by Mr. Arneson, 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.)

II. HEARING OF CITIZENS (AGENDA ITEMS)

Members of the public have this opportunity to directly address the Board on agenda items, subject to a five (5) minute time limitation per individual. Pursuant to the Brown Act Government Code Section 54954.2(a): "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."

None.

III. ANNOUNCEMENT OF RECUSAL FROM AGENDA ITEMS

The Interim Superintendent/President respectfully asks if any of the Governing Board members need to recuse themselves from any item where there might be a potential conflict of interest.

None.

IV. INFORMATION

1. First read of final draft of Follow-Up Accreditation Report to be submitted to ACCJC on October 24, 2012 (*shown loose in Board folders*).
2. Confirmation of attendees, Trustee Lewis and others, to CCLC Annual Convention and Partner Conferences at the Millennium Biltmore Hotel in Los Angeles, CA, November 14-17, 2012.

It was confirmed that Trustee Lewis and Trustee Thomas will be attending the CCLC Annual Convention and Partner Conferences.

V. SELECTION PROCESS OF PROVISIONAL TRUSTEE CANDIDATE

The Palo Verde Community College District Board of Trustees conducted the process for the selection of the Provisional Trustee as follows:

1. Candidate Presentation
Board President, Ed Gonzales invited Mr. Ned Hyduke to the podium to make his 5 minute statement presentation.
2. Constituent and Board Interviews
As Mr. Ned Hyduke was the only candidate for this position, Mr. Gonzales asked that Mr. Hyduke remain at the podium for the constituent leaders' interview questions. The interview questions are included at the end of the Minutes record and were asked in the following order:
 - 1) Academic Senate – Biju Raman, President
 - 2) CTA – Robert Robertson
 - 3) CSEA – Rich Soto, President
 - 4) Classified Management- Debbie Mitchell
 - 5) ASG – Frannie Gregory

Once the constituent leadership interview questions were answered, the Board members asked their questions (as included in the records at the end of the Minutes) in the following order:

Millie Rodriguez, Lincoln Edmond, Jerry Lewis, Ted Arneson, Dr. George Thomas Ed Gonzales.

3. Board Discussion and Selection Process
Once the interviews were completed, the President of the Board asked if there were any further questions or comments. Seeing none, the Board of Trustees proceeded to vote on the appointment of a Provisional Trustee.

VI. ACTION ITEM

D. MISCELLANEOUS

Resolution 12-20 D-40 – APPOINTMENT OF PROVISIONAL TRUSTEE

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the appointment of Ned William Hyduke, II as Provisional Trustee of the Palo Verde Community College District Board of Trustees, and shall hold office until the next regularly scheduled election for Board of Trustee members on November 4, 2014.

It was moved by Mr. Arneson, and seconded by Mr. Lewis, that Resolution 12-20 D-40 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>
Vacant Trustee	<u>-----</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent

VII. OATH OF OFFICE

Mr. Gonzales, President of the Board of Trustees, administered the Oath of Office to Ned William Hyduke, II. Mr. Hyduke then joined the Governing Board at the Board table for the remainder of the meeting.

Ms. Whittaker then introduced Ms. Sharon Jones who was selected as the Interim Vice President of Instructional and Student Services. Ms. Jones will serve until the end of June 2013.

VIII. STUDY SESSION

Ms. Whittaker, Interim Superintendent/President, provided a PowerPoint presentation on the following:

BOARD PERFORMANCE GOALS FOR 2012-13

The Board has been reviewing the CCLC Trustee Handbook, other college samples of Board Goals, and their Ethics Policy and the Conflict of Interest Policy as part of their preparation for the development of the Board's Goals. Ms. Whittaker reminded the Board that this item is related to their Self-Evaluation form and identifies the items they as a Board, would like to accomplish this coming year.

After discussion and further review, the PVCCD identified the following Board Performance Goals for 2012-13 as listed below. These goals will be submitted for 1st Reading on November 13, 2012, and 2nd Reading and final approval on December 11, 2012.

Self-Evaluation Goal: A. Policies, Guidance, and Decision-Making

1. Review annually short and long term institutional Strategic Plan. (A-1)
2. Review Policies. (A-2)
3. Identify Superintendent/ President annual goals. (A-3)
4. Receive sufficient preparatory materials to make competent decisions. (A-4, 5, 6)
5. Acquire input from constituencies. (A-7, 8)
6. Act in a timely manner. (A-9)

Self-Evaluation Goal: B. Relationships with the Superintendent

1. Supports the operational decisions and actions of the S/P. (B-1)
2. Annual 360 S/P evaluation. (B-2)
3. Identify Superintendent/ President annual goals. (B-3)

VIII. STUDY SESSION (continued)

Self-Evaluation Goal: C. Board-Employee Relationships

1. Annual review of changes to the CTA and CSEA contracts. (C-1)
2. Meets with the S/P to establish negotiations' parameters. (C-2)
3. Receives complaints from employees and provides information regarding the complaint resolution process. (C-3)
4. Supports employee professional development and evaluation. (C-4)

Self-Evaluation Goal: D. Relationships with the Educational Program/Students

1. Keeps abreast instructional program offerings. (D-1, 2)
2. Supports Student Learning Outcomes. (D-3)
3. Maintains currency on K-12 & PVC joint projects. (D-4)
4. Keeps abreast student support programs & services and student activities. (D-5, 6)

Self-Evaluation Goal: E. Board/Community Relationships

1. Maintains community contact via civic, organizational, and volunteer efforts. (E-1)
2. Hold at least one community town hall /meeting hall in Blythe and Needles. (E-3,4,5)
3. Serves as an ambassador for PVC in promoting enrollment and events. (E-3,4,5)

Self-Evaluation Goal: F. Business and Financial Management

1. Proficient in understanding the District budget, revenues, and challenges. (F-1, 3, 4, 5, 6)
2. Annually reviews College list of unmet needs, Educational Plan update. (F-2, 3, 4, 7)
3. Obtains specificity/clarity on the budget development process. (F-6)
4. Board Finance & Audit Committee meets no less than 4 times a year and makes regular reports to the Board of Trustees. (F-1, 2, 3, 4, 5, 6, 8)
5. Review and update Finance-related policies and procedures. (F-8)

Self-Evaluation Goal: G. Professional Development of the Board

1. Maintains currency of Board roles and responsibilities. (G-1, 2, 3, 4)
2. Attends CCLC or other Board-related professional development meetings to stay current on Board issues. (G-2,3,4)

BOARD INSTITUTIONAL GOALS FOR 2012-14

The Board reviewed previously submitted materials from other colleges as samples, and went through a process of identifying key areas of concern, and over-arching goals for use in developing college and area goals for the upcoming years. Items or topics of importance included: college finances and stability; FTES generation; accreditation compliance and restoring satisfactory accreditation status; facility usage efficiencies including advancing plans for Needles Center; energy conservation and general college efficiencies; identifying new sources of revenue; staffing deficiencies and efficiencies; maintaining technological efficiencies and advancements, etc.

After considerable discussion, the Board agreed to the following Institutional Goals for 2012-14 that will be presented for 1st Reading on November 13, 2012, and 2nd Reading and final approval on December 11, 2012.

Draft of PVC BOARD INSTITUTIONAL GOALS FOR 2012-14

GOAL 1: Through conscientious collegiality and transparency, ensure that the College District's budget effectively addresses the current fiscal crisis, provides fiscal stability to maintain instructional, student support, and operational integrity, and provides planning for long-term financial stability.

VIII. STUDY SESSION (continued)

GOAL 2: Ensure full restoration of Accreditation status and continue to use Accreditation Standards to guide integrated strategic planning, program review, SLO assessment, and college operations.

GOAL 3: Ensure the acquisition of sufficient FTES to meet targeted goals.

GOAL 4: Explore options for the optimization of facilities at the main campus in Blythe, and at the Needles Center, including but not limited to, classroom and college facilities, college properties, land development, and advancements in utilizing the Fine and Performing Arts Complex.

GOAL 5: Taking into consideration continued fiscal challenges, develop a plan to identify the PVCCD focused educational Mission for the Blythe and Needles' sites which meet the needs of the citizenry served while maintaining enrollment stability.

GOAL 6: Optimize resources through continued and conscientious energy and product conservation efforts.

GOAL 7: Consider options for the generation of new sources of revenue for and through programs, partnerships, and grants.

GOAL 8: Continue development of integrated data systems that provide information for measurable and data-driven decision-making.

GOAL 9: To support instructional, student support, and operational effectiveness, ensure a state-of-the-art teaching, learning, and work environment, including but not limited to technological advancements.

GOAL 10: Ensure the effective and efficient provision of instructional, student support, and operational programs and services by qualified faculty, staff, and managers, through a deliberate model of human resource management.

CEO GOALS FOR 2012-13

Consistent with the Board's Performance Goals and the Board's Institutional Goals, the following CEO goals were developed for 1st Reading on November 13, 2012, and 2nd Reading and final approval on December 11, 2012:

CEO GOALS FOR 2012-13

1. Provide on-going Board of Trustee training in the areas of Board leadership and decision-making, Accreditation compliance, budget development and stabilization, and other areas as identified to ensure their effectiveness in making decisions impacting PVC.
2. Provide fiscal leadership to develop a plan that ensures financial stability, addressing the COP annual debt, and including the identification of new sources of revenue, on-going budget reduction maintenance and oversight, alternatives when planning for other State budget reductions, and cash flow stability to alleviate Accreditation and Chancellor Office concerns, and ensuring instructional, student service, and operational integrity.
3. Continue to work in a transparent and collegial process in addressing fiscal measures and the decision-making process consistent with AB1725.

VIII. STUDY SESSION (continued)

4. Will take the lead in demonstrating Accreditation expertise, addressing the Accreditation sanctions, and in providing leadership in the development of the next Accreditation Self-Study.
5. Provide enrollment management leadership to ensure the acquisition of the targeted FTES required to maintain current levels of funding and target Needles Center FTES growth to re-acquire the \$138,000 in funding associated with their required FTES.
6. Ensure Accreditation compliance in regards to Program Review and SLO standards and timelines, and the link to integrated strategic planning.
7. Provide leadership in the design and implementation of the College's integrated strategic plan, consistent with Accreditation Standards.
8. Provide organizational leadership to redesign an effective classified and management workforce, including maintaining the Fifty Percent Law, taking into consideration unmet needs (i.e. an office of institutional effectiveness, research and accountability, grant development and grant management, staff development, SBEDC, Foundation support, non-credit and community service development, Maintenance & Operations supervision, construction, campus security, etc.) to ensure there is sufficient staff to maintain instructional, student support, and operational integrity.
9. Continue to provide leadership and support to the Palo Verde College Foundation, including the development of a viable Alumni and Retiree association.
10. Provide leadership to mitigate the problems associated with DSA and the architects to ensure the opening of the Fine and Performing Arts Complex as soon as possible, and to develop appropriate curriculum consistent with the facility's purpose.
11. Provide leadership for addressing requirements associated with the Student Success Task Force recommendations.
12. Continue to provide leadership regarding energy conservation efforts.
13. Continue to provide leadership relative to information technology advancement, including but not limited to attaining a viable on-line degree.
14. Provide leadership to expand non-credit and community service offerings.
15. Should continue to produce one or more publications—for example, the "President's Letter"—that is a personalized statement from the Superintendent/President about College activities and directed to the College as well as to the communities served by the District.
16. Other goals as identified by the Board of Trustees.

IX. ACTION ITEMS

D. MISCELLANEOUS

Resolution 12-20 D-41 - ACCEPTANCE OF BOARD GOALS FOR 2012-2013

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Board Goals for 2012-2013, as presented in this meeting.

It was moved by Dr. Thomas, and seconded by Mr. Arneson, that *Resolution 12-20 D-41, 12-20 D-42, and 12-20 D-43 be tabled until December 11, 2012 Board of Trustees Meeting.*

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>
Hyduke	<u>Yes</u>	Lewis	<u>Yes</u>		

(TABLED)

Resolution 12-20 D-42 - ACCEPTANCE OF INSTITUTIONAL GOALS FOR 2012-2014

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Institutional Goals for 2012-2014, as presented in this meeting.

(TABLED)

Resolution 12-20 D-43 - ACCEPTANCE OF CEO GOALS FOR 2012-2013

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the CEO Goals for 2012-2013, as presented in this meeting.

X. HEARING OF CITIZENS (NON-AGENDA ITEMS)

(Members of the public have this opportunity to directly address the Board on items of interest to the public, subject to a five (5) minute time limitation per individual.)

XI. RECESS TO CLOSED SESSION

The Board of Trustees and Ms. Whittaker, Interim Superintendent/President, adjourned to Closed Session at 7:38 p.m. to discuss the following:

1. Conference with Legal Counsel – Existing Litigation pursuant to Government Code Section 54956.9: O’Rafferty.
2. Conference with Real Property Negotiator pursuant to Government Code Section 54956.8: 1) Spring Street, and 2) Chanslorway.
Negotiator: Denise Whittaker

XII. RECONVENE TO OPEN SESSION

The Board of Trustees and Ms. Whittaker, Interim Superintendent/President, reconvened to Open Session at 8:10 p.m., and reported that a settlement has been reached to close the claim between Mr. O’Rafferty, et al, and Palo Verde Community College District, by accepting a final payment of \$100,000 within 45 days.

XIII. ADJOURNMENT

The meeting was adjourned at 8:12 p.m.

The next Regular Meeting will be held on Tuesday, October 23, 2012, in Blythe.

INTERVIEW QUESTIONS FOR THE PROVISIONAL CANDIDATES

ACADEMIC SENATE: Biju Raman, President

What are your strategies and techniques to further the open, collegial governance process at PVC specifically the Academic Senate, as they relate to Board Policy 2510 and AB1725 applicable to relations with the Board?

CSEA CLASSIFIED EMPLOYEE UNION: Rich Soto, President

What do you see as the major issues facing the community college(s) [PVC] in the next decade?

CTA (FACULTY UNION): Robert Robertson, Secretary

List your experience or involvement in activities that demonstrate your understanding and support for public education, such as membership on committees/organizations, offices held, volunteer work, community service, or the like.

ASSOCIATED STUDENT GOVERNMENT: Frannie Gregory, Student Trustee

If you were appointed, what do you have to offer to the students of Palo Verde College?

MANAGEMENT & CONFIDENTIAL EMPLOYEE GROUP: Debbie Mitchell

What is your understanding of the primary responsibilities of the Board? What would be your responsibility to the Board as a Trustee?

BOARD OF TRUSTEE QUESTIONS:

1. Ms. Rodriguez - Based on your knowledge of the current situation at Palo Verde College and your understanding of the primary responsibilities of the Board of Trustees, what do you feel are the major areas of improvement that the Board should address?
2. Mr. Edmond - What do you believe is the difference in the role of the Board of Trustees and the College President / Chief Executive Officer?
3. Mr. Lewis - If another round of major reductions in state funding occurs, what would be your priorities in addressing potential budgetary cutbacks?
4. Mr. Arneson - As one of the most important decisions you will make will be the hiring of the new Superintendent/President, what qualities, skills, and expertise would you be looking for in the next Superintendent/President?
5. Dr. Thomas - Whom would you feel you are representing if you are appointed to the board of trustees?
6. Mr. Gonzales - What specific involvement have you had with Palo Verde College?

**Minutes approved at the November 13, 2012
Regular Board Meeting.**

Interim Secretary of the Board