

**PALO VERDE COMMUNITY COLLEGE DISTRICT**

**REGULAR/ORGANIZATIONAL MEETING**

**BOARD OF TRUSTEES**

One College Drive in Blythe – CL 101

(and Teleconference held at West Broadway in Needles-Classroom#10)

Tuesday, December 13, 2011

4:30 p.m.

Meeting 11-15

**AGENDA**

**I. OPENING OF MEETING**

- 1. Call to Order
- 2. Flag Salute
- 3. Roll Call

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 \_\_\_\_\_

James Hottois, Superintendent/President \_\_\_\_\_  
 Diana Rodriguez, Vice President of Student Services \_\_\_\_\_  
 William Smith, Vice President of Instructional Services \_\_\_\_\_  
 George Walters, Director of Fiscal and \_\_\_\_\_  
 Human Resources \_\_\_\_\_

- 4. Approval of the Minutes of the Regular Meeting of November 15, 2011.
- 5. Approval of the Agenda for this meeting.

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

- 1. Public Employee Performance Evaluation – 3 Academic Administrators.

**III. 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.)

**IV. ORGANIZATIONAL MATTERS**

**1. Election of President of the Board**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
that

\_\_\_\_\_ be designated President of the Palo Verde  
Community College District Board for 2012.

Arneson	_____	Gonzales	_____	Thomas	_____
Burton	_____	Lewis	_____		
Edmond	_____	Rodriguez	_____		

Motion carried/lost; Aye\_\_\_\_\_ No\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_

**IV. ORGANIZATIONAL MATTERS (continued)**

**2. Election of Vice President of the Board**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
that \_\_\_\_\_ be designated Vice President of the Palo Verde  
Community College District Board for 2012.

Arneson	_____	Gonzales	_____	Thomas	_____
Burton	_____	Lewis	_____		
Edmond	_____	Rodriguez	_____		

Motion carried/lost; Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**3. Election of Clerk of the Board**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
that \_\_\_\_\_ be designated Clerk of the Board of the Palo Verde  
Community College District Board for 2012.

Arneson	_____	Gonzales	_____	Thomas	_____
Burton	_____	Lewis	_____		
Edmond	_____	Rodriguez	_____		

Motion carried/lost; Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**4. Election of School Board Representative**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
that \_\_\_\_\_ be designated Board Representative at the annual  
election of the County Committee on School District Organization for 2012.

Arneson	_____	Gonzales	_____	Thomas	_____
Burton	_____	Lewis	_____		
Edmond	_____	Rodriguez	_____		

Motion carried/lost; Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**5. Election of Secretary to the Board**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
that \_\_\_\_\_ be designated Secretary of the Palo Verde  
Community College District Board for 2012.

Arneson	_____	Gonzales	_____	Thomas	_____
Burton	_____	Lewis	_____		
Edmond	_____	Rodriguez	_____		

Motion carried/lost; Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**IV. ORGANIZATIONAL MATTERS (continued)**

**6. Board Meetings**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the Board of Trustees have established their regular meeting schedule as the second and fourth Tuesdays of each month. Alternate dates to accommodate holidays have been determined as shown in the printed schedule of Board Meetings for 2012, shown loose in Board folders. (This schedule is subject to amendment at anytime during the calendar year.)

Arneson	_____	Gonzales	_____	Thomas	_____
Burton	_____	Lewis	_____		
Edmond	_____	Rodriguez	_____		

Motion carried/lost; Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**V. TEMPORARILY ADJOURN TO HOLD ANNUAL MEETING OF THE PALO VERDE COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION (5 MINUTES)**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that this meeting be adjourned to hold the annual meeting of the Palo Verde Community College District Financing Corporation. *Refer to agenda for meeting of PVCCD Financing Corporation (on blue paper loose in folders).*

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Thomas	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**VI. RETURN TO DISTRICT BOARD MEETING**

**VII. REPORTS**

1. Associated Student Government
2. Academic Senate
3. CSEA, Chapter 180
4. CCA/CTA
5. Superintendent/President
  - Diana Rodriguez, Vice President of Student Services
  - William Smith, Vice President of Instructional Services
  - George Walters, Director of Fiscal and Human Resources
6. Board of Trustees Comments and Discussion

**VIII. CONSENT RESOLUTIONS**

*(All consent resolutions will be voted on in one motion with 15 minutes allocated for questions by Board members. After the question period, any Board member may request that any item(s) be moved to the Action Agenda.)*

**A. Instruction**

**Resolution 11-15 A-29 – CURRICULUM APPROVED AT NOVEMBER MEETING**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves new and revised courses in various curriculum areas, as shown in Reference A-29.

**Resolution 11-15 A-30 – K-12 ENROLLMENTS – FALL 2011**

BE IT RESOLVED, that K-12 students, completing approved college enrollment process, as shown in Reference A-30, be approved to attend classes at Palo Verde College for Fall 2011.

Administration is recommending approval subject to space availability in classes.

**B. Business**

**Resolution 11-15 B-108 – 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 orders for Phase IV (Fine and Performing Arts Complex) as listed below, as shown in Reference B-108.

Change Order#56

(\$5,100.00) Back charges to this Contractor for remedial work performed by Bid package #PAC-01 AEL Construction per Change Order #55 (AEL COR#024). Grinding of H=high spots on the concrete stage floor.

Change Order#74

(\$2,418.84) Back charge contract costs to this Contractor for corrective work required by bid package #PAC 11 Painting Contractor for remedial work required in Instrumental Rehearsal Lab L-115 to repair masonry wall surfaces, (SW CPR #1).

Change Order#81

\$5,215.00 Remove and reinstall ceiling system wall angle in L-117 due to electrical box in CMU wall.

Replace wires and seismic compression posts in practice music room as required to coordinate with mechanical work.

Revise ceiling to coordinate with drapery pockets.

Repair and replace damaged ceiling in lab areas.

Revise ceiling in PAC lobby.

Change Order#84

(\$292.00) Back charges to this Contractor for repair costs incurred by Ceiling contractor (PAC #10).

Change Order#86

(\$2,108.00) Back charges to this Contractor for remedial work to fire seal the sprinkler penetrations and costs incurred by Drywall Contractor (PAC #9). Reference CO #60, item #3.

**VIII. CONSENT RESOLUTIONS (continued)**

Change Order#90

(\$1,681.88) Back charge contract costs to this Contractor for 76 hours of cleanup not performed during construction.

Change Order#98

(\$265.56) Back charge contract costs to this Contractor for 12 hours of cleanup not performed during construction.

Change Order#100

(\$1,681.88) Back charge contract costs to this Contractor for 76 hours of cleanup not performed during construction.

Change Order#101

(\$973.72) Back charge contract costs to this Contractor for 44 hours of cleanup not performed during construction.

Change Order#113

(\$2,360.00) Back charges to this contractor for delayed scheduled finish painting work by the Painting Contractor (PAC 11) per change order #112.

Change Order#120

(\$3,659.80) Back charges to this contractor for remedial work by AEL Construction (PAC 01) per change order #119.

Change Order#121

\$1,058.00 The flooring contractor shall remove carpet from steps in auditorium and float steps to a more uniform surface (COR #10).

Change Order#122

(\$38,390.00) Back charges to this Contractor for additional inspection hours required beyond the scheduled contract end date.

Change Order#123

\$333.90 Paint all drywall patched and repaired areas performed by the drywall contractor to complete painting work.

Change Order#124

\$11,600.00 Contractor shall provide extended supervision beyond the scheduled contract end date.

Change Order#125

(\$11,600.00) Back charges to Contractor for additional supervision required by AEL Construction (PAC 01) beyond the scheduled contract end date.

Change Order#126

(\$1,282.00) Back charges to this Contractor for additional work required by Baker Electric (PAC 26) per CO #127.

Change Order #127

\$7,700.42 Remedial Electrical work to complete their work per COR #50, 55 and 56.

Change Order#128

(\$698.00) Labor credit to eliminate work in five rooms.

**VIII. CONSENT RESOLUTIONS (continued)**

**Resolution 11-15 B-109 - LAIF ACCOUNT WITH STATE TREASURY**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the resolution, for the Fiscal Services to add and change authorized agents to the LAIF (Local Agency Investment Fund) account with the State Treasury Department (*in connection with transfer of COPs Monies*). The following college employees are to be appointed as authorized agents to sign for deposits, transfers and withdrawals to this account.

Denise Whittaker  
Diana Rodriguez  
George Walters

Carrie Mullion  
William Smith

**Resolution 11-15 B-110 - AUTHORIZED AGENTS FOR PVCCD EFFECTIVE JANUARY 2012**

BE IT RESOLVED, that the following college employees be appointed as authorized agents to sign financial reports, warrant orders, check orders for salary placement, payroll and notices of employment for the Palo Verde Community College District of Riverside County (all other previous names will be deleted from the accounts), effective January 1, 2012 due to the retirement of James W. Hottos, Superintendent/President and in compliance with Board Policy 2430 and Certification of Signatures form from Riverside County Office of Education. (*The Board of Trustees will also sign this certification form after this meeting*).

**Account**

**Authorized Agents**

*(checks issued for these accounts are from Riverside County Office of Education)*

Schools of Riverside County  
(regular college warrant orders, orders for salary payment and notices of employment)

Denise Whittaker  
Diana Z. Rodriguez  
William J. Smith  
Denise Hunt  
Debra Mitchell  
George Walters

*(checks issued for the rest of these accounts are from Provident Bank in Blythe)*

Schools of Riverside County  
(college clearing and revolving checking accounts)

Denise Whittaker  
Diana Z. Rodriguez  
William J. Smith  
Denise Hunt  
Debra Mitchell  
George Walters

Schools of Riverside County  
Auxiliary Business Services (Bookstore)

Denise Whittaker  
Denise Taylor  
Debra Mitchell  
~~Vicki Attaway~~

Schools of Riverside County  
Associated Student Government (savings)

Denise Whittaker  
Diana Z. Rodriguez  
Russi Egan  
Debra Mitchell  
Staci Lee  
George Walters

**VIII. CONSENT RESOLUTIONS (continued)**

Schools of Riverside County  
Associated Student Government (checking)

Denise Whittaker  
Diana Z. Rodriguez  
Russi Egan  
Staci Lee  
Debra Mitchell  
George Walters

Schools of Riverside County  
Clubs and Scholarship Account

Denise Whittaker  
Russi Egan  
Diana Z. Rodriguez  
Debra Mitchell  
George Walters

*(checks issued for this account are from Federal Funding)*

Federal Funds - Financial Aid Accounts

Denise Whittaker  
Diana Z. Rodriguez  
William J. Smith  
Debra Mitchell  
George Walters

**Resolution 11-15 B-111 – CONSULTANT AGREEMENT (CHAMBERS)**

BE IT RESOLVED, that the Palo Verde Community College District approves the Agreement for Consultant Services for Alice Chambers, of Needles, CA to conduct Art Courses. To begin February 2, 2012, until May 24, 2012. Consultant to be compensated, in the amount not to exceed more than the revenue that is collected from the participating students and at the end of the term.

**C. Personnel**

**(Academic Personnel)**

**Resolution 11-15 C-74 – PART-TIME INSTRUCTORS/COUNSELORS FOR SPRING SESSION 2012**

BE IT RESOLVED, that part-time instructors/counselors, as shown in Reference C-74, be approved for Spring 2012.

**Resolution 11-15 C-75 – NEW JOB DESCRIPTION FOR COORDINATOR, DISTANCE LEARNING**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the job description of Coordinator, Distance Learning. Placement on the academic salary schedule will be determined by education and experience, as shown in Reference C-75.

**IX. ACTION ITEMS**

**Resolution 11-15 C-76 – PROMOTION OF ACADEMIC GUIDANCE COORDINATOR TO INTERIM COORDINATOR , DISTANCE LEARNING**

BE IT RESOLVED, that Lorenzo Lujano be promoted from Academic Guidance Coordinator to Interim Coordinator, Distance Learning, with no change in salary, full-time certificated, 212 day position, beginning January 1, 2012.

***(Blanket Motion)***

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that  
Consent Resolutions be: (approved) (tabled until \_\_\_\_\_) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Thomas	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**B. Business**

**Resolution 11-15 B-112 – AGREEMENT CREDENTIALS INC. FOR USE OF TRANSCRIPTSNETWORK**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the agreement with Credentials Inc. for use of TranscriptNetwork to provide electronic academic transcripts, as shown in Reference B-112.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that  
Resolution 11-15 B-112 be: (approved) (tabled until \_\_\_\_\_) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Thomas	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**Resolution 11-15 B-113 – AGREEMENT WITH CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM ALLOCATION TO PALO VERDE COLLEGE 2011-2012**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Agreement between San Francisco Community College District (*Grant obtained by SFCCD*) for the purposes of providing Early Childhood Mentor Program to commence on August 1, 2011 until July 31, 2012, as shown in Reference B-113.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that  
Resolution 11-15 B-113 be: (approved) (tabled until \_\_\_\_\_) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Thomas	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_



**IX. ACTION ITEMS (continued)**

**Resolution 11-15 B-114 – NURSING AND ALLIED HEALTH CLINICAL AGREEMENT (AMERICAN MEDICAL RESPONSE)**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Nursing and Allied Health Clinical Agreement between Palo Verde Community College District and American Medical Response (*Blythe Ambulance Service and River Medical Inc. for Blythe and Arizona*) for Emergency Medical Technician course, as shown in Reference B-114, effective November 1, 2011, to October 31, 2012.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 11-15 B-114 be: (approved) (tabled until \_\_\_\_\_) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Thomas	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**Resolution 11-15 B-115 – DEBT SERVICE PAYMENT TO DEUTSCHE BANK NATIONAL TRUST COMPANY**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves January 1, 2012, Debt Service Payment to Deutsche Bank National Trust Company for interest on Certificates of Participation, in the amount of \$825,255.35, as shown in Reference B-115.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 11-15 B-115 be: (approved) (tabled until \_\_\_\_\_) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Thomas	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**Resolution 11-15 B-116 – REAL ESTATE LEASE PALO VERDE COMMUNITY COLLEGE DISTRICT, DENISE AND GARY WHITTAKER**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves Real Estate Lease between Palo Verde Community College District, Denise and Gary Whittaker (Tenant) with Donald and Carol Averill (Landlord), for premises located at 4711 Hidden Beaches Drive, Blythe, California, in the amount of \$900 per month, a total lease amount of \$10,800 for the period January 1, 2012 to December 31, 2012, as shown in Reference B-116.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 11-15 B-116 be: (approved) (tabled until \_\_\_\_\_) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Thomas	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**IX. ACTION ITEMS (continued)**

**Resolution 11-15 B-117 – PROFESSIONAL PERSONNEL LEASING, INC.**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Agreement between Professional Personnel Leasing, Inc. and Palo Verde Community College District to pay finder's fee of 12% of the monthly salary \$1,587.96 for each month Ms. Whittaker serves as Interim Superintendent/President for Palo Verde Community College District, as shown in Reference B-117.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 11-15 B-117 be: (approved) (tabled until \_\_\_\_\_) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Thomas	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye\_\_\_\_\_ No\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_

**D. Miscellaneous**

**Resolution 11-15 D-24 – STUDY SESSION FOR JANUARY 10, 2012**

BE IT RESOLVED, that the Study Session for January 10, 2012, is canceled.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 11-15 D-24 be: (approved) (tabled until \_\_\_\_\_) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Thomas	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye\_\_\_\_\_ No\_\_\_\_\_ Abstain\_\_\_\_\_ Absent

**Resolution 11-15 D-25 – ELIGIBILITY REQUIREMENTS AND ACCREDITATION STANDARDS RESPONSE LETTER**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Eligibility Requirements and Accreditation Standards Response Letter (shown loose in Board folders).

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 11-15 D-25 be: (approved) (tabled until \_\_\_\_\_) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Thomas	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye\_\_\_\_\_ No\_\_\_\_\_ Abstain\_\_\_\_\_ Absent

**X. HEARING OF CITIZENS (NON-AGENDA ITEMS)**

0(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. ADJOURN TO CLOSED SESSION**

- 1. Public Employee Performance Evaluation – 3 Academic Administrators.

**XII. OPEN SESSION**

**C. Personnel**

**Resolution 11-15 C-77 - CONTRACT FOR INTERIM SUPERINTENDENT/PRESIDENT**

BE IT RESOLVED, that the Board of Trustees of Palo Verde Community College District approves the contract for Denise Whittaker as Interim Superintendent/President of Palo Verde Community College District, pursuant to terms shown in said contract distributed to trustees, effective January 1, 2012. as shown in Reference C-77

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 11-15 C-77 be: (approved) (tabled until \_\_\_\_\_) (denied).

Student Advisory	_____	Edmond	_____	Rodriguez	_____
Arneson	_____	Gonzales	_____	Thomas	_____
Burton	_____	Lewis	_____		

Motion carried/lost; Aye\_\_\_\_\_ No\_\_\_\_\_ Abstain\_\_\_\_\_ Absent

**XIII. ADJOURNMENT**

The next Regular Meeting will be held on Tuesday, January 24, 2012, in Needles.