

**PALO VERDE COMMUNITY COLLEGE DISTRICT  
 REGULAR/ORGANIZATIONAL MEETING  
 BOARD OF TRUSTEES  
 One College Drive - PVC  
 Assembly Room (CL 101) - Classroom/Lab Building  
 Tuesday, December 14, 2010  
 4:30 p.m.**

**Meeting 10-15**

**AGENDA**

**I. OPENING OF MEETING**

1. Call to Order
2. Flag Salute
3. Roll Call
4. Issue Oath of Office for newly elected trustee, George Thomas and reelected Trustees, Ted Arneson, Sam Burton, and Jerry Lewis terms expire December 2014.

|   |       |
|---|-------|
| 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                                  | _____ |
| Leo Martinez, Student Trustee                           | _____ |
| <br>  |       |
| James Hottois, Superintendent/President                 | _____ |
| Geri Butler, Vice President of Administrative Services  | _____ |
| Diana Rodriguez, Vice President of Student Services     | _____ |
| William Smith, Vice President of Instructional Services | _____ |

5. Approval of the Minutes of the Regular Meeting of November 16, 2010.
6. Approval of the Agenda for this meeting.

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

Public Employee Performance Evaluation – 10 Faculty Members and 4 Counselors.

**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 2011.

|         |       |           |       |        |       |
|---------|-------|-----------|-------|--------|-------|
| 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 2011.

|         |       |           |       |        |       |
|---------|-------|-----------|-------|--------|-------|
| 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 2011.

|         |       |           |       |        |       |
|---------|-------|-----------|-------|--------|-------|
| 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 2011.

|         |       |           |       |        |       |
|---------|-------|-----------|-------|--------|-------|
| 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 2011.

|         |       |           |       |        |       |
|---------|-------|-----------|-------|--------|-------|
| 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 2011, 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
  - Geri Butler, Vice President of Administrative Services
  - Diana Rodriguez, Vice President of Student Services
  - William Smith, Vice President of Instructional Services
6. Board of Trustees Comments and Discussion

**VIII. INFORMATION ITEMS**

1. Notice of CCLC (Community College League of California) 2011 Board Chair Workshop and Annual Legislative Conference on January 23-24, 2011, in Sacramento. Need confirmation on trustee attendance *(loose in Board folders)*.
2. Out-of-state travel request for Mickey Miranda-Copple to travel to Parker, Arizona on December 1-2, 8-9, 2010, for the Fast Track nursing clinical at La Paz Regional

- Hospital.
3. Out-of-State travel request for Diana Rodriguez and Steve LaVigne to travel to Las Vegas, Nevada on February 14-22, 2011, for TRiO Training Institute.

**IX. 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 10-15 A-26 - CURRICULUM APPROVED AT NOVEMBER MEETING**

BE IT RESOLVED that the actions of the Curriculum Committee at meeting held on November 18, 2010 (new and revised courses in various curriculum areas), as shown in Reference A-26, be adopted.

**B. Business**

**Resolution 10-15 B-104 - AUTHORIZED AGENTS FOR PVCCD FOR 2011**

BE IT RESOLVED that the following college employees be appointed as authorized agents to sign financial reports, warrant orders, checks, 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), for 2011 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 the annual election of officers.)

**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)

James W. Hottois  
Geri Butler  
Diana Z. Rodriguez  
William J. Smith  
Denise Hunt

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

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

James W. Hottois  
Geri Butler  
Diana Z. Rodriguez  
William J. Smith  
Denise Hunt

Schools of Riverside County  
Auxiliary Business Services (Bookstore)

James W. Hottois  
Geri Butler  
Luanne Schultz

Schools of Riverside County  
Associated Student Government (savings)

James W. Hottois  
Geri Butler  
Russi Egan  
Diana Z. Rodriguez  
Staci Lee

Schools of Riverside County  
Associated Student Government (checking)

James Hottois  
Geri Butler  
Russi Egan  
Diana Z. Rodriguez  
Staci Lee

**IX. CONSENT RESOLUTIONS (continued)**

Schools of Riverside County  
Clubs and Scholarship Account

James W. Hottois  
Geri Butler  
Russi Egan  
Diana Z. Rodriguez

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

Federal Funds - Financial Aid Accounts

James W. Hottois  
Geri Butler  
Diana Z. Rodriguez  
William J. Smith

**Resolution 10-15 B-105 - AUTHORIZED AGENTS FOR SBEDC ACCOUNT**

BE IT RESOLVED that the following college employees be appointed as authorized agents to sign checks and other necessary documents for the SBEDC (Small Business Economic Development Center) for 2011 *(account located at Provident Bank in Blythe)*: James Hottois, Geri Butler and George Walters.

**Resolution 10-15 B-106 - QUARTERLY FINANCIAL STATUS REPORT**

BE IT RESOLVED that the revised Quarterly Financial Status Report (CCFS-311Q), for quarter ended September 30, 2010, as prepared by Administrative Services and shown in Reference B-106, is accepted as submitted to the Chancellor's Office.

**Resolution 10-15 B-107 – CONSULTANT AGREEMENT (BETTINO)**

BE IT RESOLVED that the Palo Verde Community College District approves the Agreement for Consultant Services for M. L. Bettino, of Ranchos Palos Verdes, CA, to provide assessment services of the rSmart/Sakai Learning Management System and assist faculty and staff with the creation of web pages to complete Title III goals, at the rate of \$30.00 per hour, not to exceed \$5,000 *(This is a follow on to the agreement approved in November)*.

**Resolution 10-15 B-108 – CONSULTANT AGREEMENT (RAMIREZ)**

BE IT RESOLVED that the Palo Verde Community College District approves the Agreement for Consultant Services for Sarah Ramirez, of Whittier, CA, to provide assessment services of the rSmart/Sakai Learning Management System and assist faculty and staff with the creation of web pages to complete Title III goals, at the rate of \$30.00 per hour, not to exceed \$5,000 *(This is a follow on to the agreement approved in November)*.

**Resolution 10-15 B-109 – CONSULTANT AGREEMENT (JONES)**

BE IT RESOLVED that the Palo Verde Community College District approves the Agreement for Consultant Services for Doretha Jones, of Blythe, CA, to conduct in-class customer services seminars to students participating in CTE (Career and Technical Education) programs at the rate of \$50.00 per hour, not to exceed \$5,000.

**Resolution 10-15 B-110 – CDC CONTINUED FUNDING APPLICATION FOR 2011-12**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approve the Continued Funding Application for the Child Development Center for 2011-

**IX. CONSENT RESOLUTIONS (continued)**

**Resolution 10-15 B-111 – CHANGE ORDER 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-111.

Change order #29      \$6,089.00

**C. Personnel**

**(Academic Personnel)**

**Resolution 10-15 C-57 - PART-TIME INSTRUCTORS/COUNSELORS FOR SPRING SEMESTER 2011**

BE IT RESOLVED that part-time instructors/counselors, as shown in Reference C-57, be approved for Spring Semester of 2011.

**(Confidential/Classified Management)**

**Resolution 10-15 C-58 – EXTRA DUTY PAY (HUNT)**

BE IT RESOLVED that Denise Hunt, Administrative Assistant to the Superintendent/President, is to be paid out-of-class pay at ten percent for extra duties performed during the Executive Assistant to the Superintendent/President absence from November 11, 2010, until a Temporary Secretary is hired. After that position is in place and until a new permanent staffing is in place for this office, her pay shall include a five percent stipend.

**(Classified Personnel)**

**Resolution 10-15 C-59 – CDC INSTRUCTIONAL AIDES (PART-TIME)**

BE IT RESOLVED that the following be employed as a part-time instructional aides for the Child Development Center at a salary placement on the Child Development Salary Schedule as shown below, effective as soon as possible.

|                  |                 |               |
|------------------|-----------------|---------------|
| Dana Adams       | Row 1, Column 2 | (\$8.80/hour) |
| Michelle Burrola | Row 1, Column 2 | (\$8.39/hour) |
| Sonia Rodriguez  | Row 1, Column 2 | (\$8.39/hour) |
| Tracy Shipley    | Row 1, Column 2 | (\$8.39/hour) |
| Laura Silva      | Row 1, Column 2 | (\$8.39/hour) |

**Resolution 10-15 C-60 – TEMPORARY PERSONNEL FOR STUDENT SERVICES SCHEDULING/CUSTOMER SERVICE CLERK**

BE IT RESOLVED that temporary personnel be hired to assist in the Student Services office during the absence of the full-time Scheduling/Customer Service Clerk, at a salary rate to be determined and effective as soon as can be arranged.

**(Student Personnel)**

**Resolution 10-15 C-61 - PART-TIME TEMPORARY STUDENT EMPLOYEES FOR FALL SEMESTER 2010**

BE IT RESOLVED that part-time temporary student employees (aides, interpreters, tutors peer coordinator/counselors, and peer counselor/recruiters), as shown in Reference C-61, be approved for the Fall Semester of 2010.

**CONSENT RESOLUTIONS (continued)**

***(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\_\_\_\_\_

**X. ACTION ITEMS**

**B. Business**

**Resolution 10-15 B-112 – AGREEMENT WITH WESTERN INSURANCE COMPANY TAKEOVER AGREEMENT**

BE IT RESOLVED THAT THE PVCCD Board of Trustees hereby ratify the agreement with Western Insurance Company signed by the Superintendent/President on November 16, 2010, in accordance with Board Resolution 10-13 B-95 adopted October 26, 2010.  
(shown loose in board folders)

**D. Miscellaneous**

**Resolution 10-15 D-31 - STUDY SESSION FOR JANUARY 2011**

BE IT RESOLVED that the Study Session for January 12, 2011, is canceled.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that  
Resolution 10-15 D-31 be: (approved) (tabled until \_\_\_\_\_) (denied).

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

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

**XI. 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.)

**XII. ADJOURN TO CLOSED SESSION**

Public Employee Performance Evaluation – 10 Faculty Members and 4 Counselors.

**XIII. OPEN SESSION**

**XIV. ADJOURNMENT**

The next Regular Meeting will be held on January 25, 2011, in Needles.