

**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 #10)**

**Tuesday, February 23, 2010**

**4:30 p.m.**

**Meeting 10-02**

**MINUTES**

**OPENING OF MEETING**

The Regular Meeting of the Board of Trustees was called to order by President of the Board, Ed Gonzales, at 4:30 p.m.

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

Present: Ed Gonzales, President  
Millie Rodriguez, Vice President  
Jerry Lewis, Clerk  
Ted Arneson, Trustee  
Lincoln Edmond, Trustee  
Tara Perkins, Student Trustee

Absent: Sam Burton, Trustee  
Debbie Schuster, Trustee

Administrators Present: 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

Recorder: Lindy Stewart, Executive Assistant

Visitors/Staff: Russi Egan, George Thomas, Dennise Lilley-Edgerton, Victor Hernandez, Gary Dack and Arturo Ceja (Lund & Guttry).

It was moved by Mr. Arneson, seconded by Mr. Edmond, and unanimously carried, that the Minutes of the Regular Meeting of January 26, 2010, be approved.

It was moved by Ms. Rodriguez, seconded by Mr. Edmond, and unanimously carried, that the Agenda for this meeting be approved as submitted.

**ITEMS FOR DISCUSSION IN CLOSED SESSION**

Trustees, Superintendent/President and Vice Presidents of Instructional and Student Services adjourned to closed session at 4:31 p.m. in CL 101 to discuss: Public Employee Performance Evaluation – 9 Faculty Members and 2 Counselors.

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(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.)

## **OPEN SESSION**

All parties returned from Closed Session at 4:38 p.m. Dr. Hattois reported that the Board of Trustees considered the personnel information presented and took no action in Closed Session.

## **HEARING OF CITIZENS (AGENDA ITEMS)**

There were no requests for citizens to speak.

## **AUDIT REPORT FOR 2008-09**

Gary Dack and Arturo Ceja of Lund & Guttry provided the highlights of the audit report responding to trustee/administrator questions and providing clarification. Geri Butler, Vice President of Administrative Services, and her staff, were commended by Gary Dack for their excellent efforts in handling the business for the college. The presentation lasted approximately 20 minutes. *(Audit reports were included in Board folders and available at the Library and in Administrative Services.)*

## **REPORTS**

### **Associated Student Body**

Tara Perkins, Student Trustee provided the ASB report.

1. Ms. Perkins said ASB was not able to have their Mardi Gras party but she did distribute masks to the trustees. ASB made the decision not to use funds for this party but instead to apply it to student scholarships.
2. A Valentine's Day fundraiser was held and Tara thanked everyone who participated. She said they had success with this fundraiser and will be having a similar fundraiser for St. Patrick's Day. She provided details on this event.
3. The Middle School tour was held and it turned out really well with about 250 8<sup>th</sup> graders on campus. She commended Sarah Frid, Outreach & Events Coordinator, for organizing this event as well as ASB and staff for assisting with tours.
4. Upcoming events for ASB are Miss Blythe Outstanding Teen to be held at the PVC (P.E. Center) campus on March 6<sup>th</sup>. ASB will be selling backstage "good luck" items, water and candy.
5. ASB is hoping to get students interested in running for ASB offices for next semester to get involved now and train with current officers for better organization next year. She introduced Leo Martinez who was in the audience and is interested in running for the Student Trustee position.

### **Academic Senate**

Dennese Lilley-Edgerton, President of Academic Senate provided an report.

1. An Academic Senate meeting was held prior to this meeting and Dennese reported on the following resolutions: a) the resolution for Occupational Programs Courses Expansion was unanimously approved as is; b) resolution requiring class meetings during final exams was approved for a second meeting with a lot of discussion; and c) the resolution for dropping of non-attending students was tabled in light of new information. All resolutions are listed on the Academic Senate website.
2. The Academic Senate has agreed to honor Kevin Eoff's father who recently passed away. Hortensia Rivera, Sharron Burgeson and Sylvia Lainez will be collecting money to either send flowers, plant a tree, or have a scholarship in honor of Kevin's father.

### **CSEA**

No report.

## **CCA/CTA**

Victor Hernandez, President, provided a report for the CTA.

1. Mr. Hernandez said their union is doing great with a good turnout at all the meetings.
2. The CCA area president will be coming to PVC on April 1 to talk to members.
3. CCA/CTA conferences have been attended by board members.

## **Superintendent/President**

1. Dr. Hattois said there has not been a lot of budget news except for deferrals. The state is trying to close two budgets, one for this year and one for next year with a special session ending this week. There is some optimism in Sacramento right now due to tax revenues in the early part of the current year. This is most likely due to the upswing in the stock market thus an improvement in capital gains for the largest tax payers in the state.
2. Planning for the Fine & Performing Arts Complex is moving ahead. Dr. Hattois has set up a small advisory committee including people from the faculty, alumni, Foundation Board and community.
3. The annual Community Outlook Conference will be held on March 4<sup>th</sup> and a major part of this is a community tour. This year the tour will focus on Palo Verde College. Dr. Hattois will be meeting with individuals this Thursday to discuss the plans for the tour. Dr. Hattois invited board members to attend the luncheon at the fairgrounds on Thursday, March 4<sup>th</sup>.
4. Dr. Hattois encouraged all to attend the Miss Blythe Outstanding Teen event being held at the Physical Education Center at the PVC campus and commented on this event.

## **Geri Butler, Vice President of Administrative Services**

1. Ms. Butler distributed a 2/23/10 Budget Update from Erik Skinner at the Chancellor's Office that was received today. She noted Assembly Bill 8X 5 – Funding Deferrals which appears to be slipped in with no discussion and affects community colleges, K-12 schools, University of California, and California State University systems. The state is trying to defer the entire March payment until sometime in April. She said there will be a \$12 million disbursement to the colleges facing severe hardship. There has been much discussion regarding this bill. Ms. Butler said colleges have already suffered deferrals throughout the year and for the college to take another deferral would make a tremendous cut on the budget. It is hoped, this Assembly Bill will not pass. In response to questions from trustees, Ms. Butler said PVC is counting on the TRAN loan being available the first week in March to cover payroll and costs as well as sticking with very “tight” budget constraints. Dr. Hattois said the state is having a cash flow problem so they are putting this pressure on the school systems to borrow money instead of them. There followed more discussion on deferrals and how long it will take to make up the money. Ms. Butler said she will keep everyone apprised of this situation.
2. Several PVC constituent members attended a CSEA sponsored seminar at Desert Sands Unified School District. What they learned from attending this conference is if you are in a JPA partnership it is wise not to get out of it due to the high health costs. There was panel discussion regarding the various ratings of local hospitals in the desert area.
3. Representatives from Keenan will be on campus next week to conduct their annual property and liability inspection.
4. Budget planning for next year has begun with all budget memos and information being sent to the various groups.
5. Instructional Services will be presenting program reviews for five different areas to the Budget Committee the second week of March in compliance with accreditation.

There was a brief discussion on preparation of this year's budget, the possible increase in health insurance rates this year, and the tough job Ms. Butler has due to budget constraints and deferrals.

### **Diana Rodriguez, Vice President of Student Services**

1. Ms. Rodriguez said Outreach and Events is working on collecting ideas for a "College Completion and Innovation Fund" which is funded with federal grant dollars. Graduation planning has begun and work on Datatel project and issues continue. Tara previously mentioned the successful outreach event with the 8<sup>th</sup> graders coming to the PVC campus. Both Sarah Frid and Staci Lee assisted in this event.
2. Financial Aid is also working with Datatel and Colleague. Scholarships are now online for students to apply. Progress reports have been sent out for probation students. Outreach is being made with current students to ensure that they are aware of financial aid options and opportunities.
3. Admissions and Records is working on the MIS report which will be submitted to the state by March 1<sup>st</sup>. There have been challenges with this but the consultants are assisting with using the new systems. They are attempting to make the systems more user friendly for faculty, staff and students. There have been a great number of petitions for graduation already coming in.  
Dr. Hottois added that two individuals have been invited to speak at graduation, Dr. Jill Biden (Vice President Biden's wife) and Governor Schwarzenegger. To date, neither have responded so Scott Lay, President and Chief Executive Officer of CCLC (Community College League of California) has agreed to attend PVC's graduation and can also serve as the speaker if needed. Dr. Hottois provided a brief history about Scott Lay stating that he is a wonderful community college success story.
4. EOPS just completed sponsoring a theatre performance in support of Black History Month which was very successful with a play entitled "Whitewash." Ms. Rodriguez said they especially wanted to express special thanks to the Black History Museum for their support and advertisement of the event. The MECHA Club is working with EOPS to have a blood drive on March 4, 2010. EOPS is scheduling appointments at ISP and CVSP prisons to do work with inmate students. March 22-24<sup>th</sup> counseling for Needles students will start and provided via poly-com systems.
5. Counseling continues to work on petitions for graduation, probation students, and programs of study.
6. DSPS will be assessing Reading 84 students who have requested services for learning disabilities to better help and serve our students.
7. Transfer & Career Center has indicated that students will have the option to attend a "Community College Day" on March 5<sup>th</sup> to inquire about options at UCR (University of California, Riverside). PVC will bus a great number of students to this event. A total of 21 classroom presentations to promote this UCR field trip is being conducted by the Transfer Center. Ms. Rodriguez thanked all the professors who have let Hortensia Rivera into their classrooms to provide this information.
8. CalWORKs student numbers continue to grow as more needy students are identified. They had a very successful meeting in February working with our new Cooperative Work Experience and Vocational Career Specialist, Carina Huynh, regarding vocational programs and next month they will be discussing transfer.

### **William Smith, Vice President of Instructional Services**

1. Mr. Smith said he visited Needles and spent time trying to determine how the main campus in Blythe can work better with the Needles campus. They have some ideas and will be working on these projects.
2. Mr. Smith has also been working to determine how CTLC's (Classroom Teaching Load Calculations) can be reduced from what they have been in the past which will help reduce the budget costs.
3. There are about five Program Reviews in the area of vocational education that have been sent to Mr. Smith to present to the Budget Committee. The Program Review Committee will have some suggestions for these programs. The Board will see these reviews in the immediate future.

### **Board of Trustees Comments and Discussion**

1. Ms. Rodriguez said she gave Dr. Hattois a flyer on a mixer to be held in connection with the City of Blythe solar projects. The mixer will be held on Wednesday evening at The Holt Group and Ms. Rodriguez discussed this with George Walters last week and she thought it might be interesting for people from the college to attend this event.
2. Mr. Lewis said he read in a newsletter that college people were meeting with the structural engineers at the state level regarding the Claypool equipment issue. Dr. Hattois said a meeting was held a week ago today at NTD Stichler Architecture to review the comments from the state architect. After that meeting, Ron Beeler was scheduling a meeting with some of the participants from that meeting and individuals from the state architect's office. Dr. Hattois is not sure when this meeting will occur.
3. Mr. Lewis asked Diana Rodriguez if outreach efforts would also include 8<sup>th</sup> grade students in Needles. Ms. Rodriguez said this has been discussed but unfortunately at this time Needles does not have the funding for the transportation. Needles has been incorporated into the advertising/outreach plan that is being put together so that when funds/grant dollars become available that this could be a successful event for Needles on an annual basis.

### **INFORMATION ITEMS**

President Gonzales briefly reviewed the list of Information Items. Dr. Hattois noted a correction to the Summer Working Hours as CSEA just notified the District that during summer hours the staff will only take half hour lunches which will enable them to leave one half hour earlier as reflected in item #3 listed below.

1. Out-of-state travel request for Cheryl Bruno-Mofu to travel to Parker, Arizona on February 2-3, 9-10, 16-17, 23-24, 2010, for clinicals for the VN Traditional nursing program.
2. Inland Valley Trustees Association notice of March meeting with agenda, minutes and Treasurer's Report (*shown loose in trustee folders*).
3. Summer Working Hours - in accordance with the CSEA contract, the working hours for summer of 2010 will be a 10 hour work day (from 7 a.m. to 5:30 p.m. on Mon.-Wed. and 7 a.m. to 5:00 p.m. on Thurs., with ½ hour lunches Mon.-Thurs.), 39.5 hour work week, with the college closed every Friday. These hours will be in effect from June 1, 2010, through August 5, 2010. The July 4<sup>th</sup> legal holiday will be on a Sunday so the college will observe this holiday on Monday, July 5, 2010, and the college will be closed.

### **CONSENT RESOLUTIONS**

Mr. Gonzales commented favorably on the curriculum items for Cooperative Work Experience and Hazardous Materials Specialist (certificate and degree now available). A blanket motion was made by Mr. Lewis, seconded by Mr. Edmond, and unanimously carried, that the Consent Resolutions be approved as submitted. (Student Advisory Vote: Yes)

#### **A. Instruction**

#### **Resolution 10-02 A-3 - CURRICULUM APPROVED AT FEBRUARY MEETING**

BE IT RESOLVED that the actions of the Curriculum Committee at meeting held on February 11, 2010 (new and revised courses in various curriculum areas), as shown in Reference A-3, be adopted.

#### **Resolution 10-02 A-4 - K-12 ENROLLMENTS - SPRING 2010**

BE IT RESOLVED that K-12 students, completing approved college enrollment process, as shown in Reference A-4, be approved to attend classes at Palo Verde College for Spring 2010. Administration is recommending approval subject to space availability in classes.

**CONSENT RESOLUTIONS (continued)**

**B. Business**

**Resolution 10-02 B-11 - REGISTER OF WARRANTS AND FINANCIAL REPORT FOR JANUARY 2010**

BE IT RESOLVED that the Register of Warrants and Financial Report for the period ending January 31, 2010, be approved.

**Resolution 10-02 B-12 - QUARTERLY FINANCIAL STATUS REPORT**

BE IT RESOLVED that the revised Quarterly Financial Status Report (CCFS-311Q), for quarter ended December 31, 2009, as prepared by Administrative Services and shown in Reference B-12, is accepted as submitted to the Chancellor's Office.

**Resolution 10-02 B-13 - CHANGE ORDERS FOR PHASE IV**

BE IT RESOLVED that the PVCCD Board of Trustees ratifies the Superintendent/President's authorization of the following change orders for Phase IV (Fine & Performing Arts Complex) as listed below and shown in Reference B-13 (*\* need final signatures*).

Change Order #03 * (\$13,407.66)	Change Order #10 * \$43,017.15
Change Order #07 * <i>working on</i>	<u>Change Order #11 * (\$11,910.00)</u>
	Total \$17,699.49

**Resolution 10-02 B-14 - CONSULTANT AGREEMENT (KELLY)**

BE IT RESOLVED that the Palo Verde Community College District approve the Agreement for Consultant Services for Frank Kelly to conduct general curriculum research and development across all Career and Technology Education (CTE) programs, at \$40/hour (up to a total of \$5,000) for the period of February 16, 2010, to May 31, 2010.

**Resolution 10-02 B-15 - DATATEL CHANGE ORDER #3**

BE IT RESOLVED that Palo Verde Community College District approves Change Order #3 from Datatel, as shown in Reference B-15, with no impact to the cost of the project but to extend the time of the project from February 1, 2010, to December 31, 2010, and repurpose \$6,600 from project management time and materials services to business practice management fixed price services.

**C. Personnel**

**(Academic Personnel)**

**Resolution 10-02 C-9 - PART-TIME INSTRUCTORS/COUNSELORS FOR SPRING SEMESTER 2010**

BE IT RESOLVED that part-time instructors/counselors, as shown in Reference C-9, be approved for Spring Semester of 2010.

**(Classified Personnel)**

**Resolution 10-02 C-10 - CDC SUBSTITUTE AIDE**

BE IT RESOLVED that Melba Cheatwood be employed as Substitute Aide for the Child Development Center at a salary placement on the Child Development Salary Schedule of Row 1, Column 1 (\$8.02/hour), effective as soon as possible, used on an as needed basis.

**(Volunteer Personnel)**

**Resolution 10-02 C-11 - VOLUNTEER FOR NEEDLES CENTER**

BE IT RESOLVED, that Elizabeth Byrd be approved as a volunteer for the Needles Center, effective as soon as can be arranged and until a time to be determined in the future.

## **ACTION ITEMS**

### **A. Instruction**

#### **Resolution 10-02 A-5 - 2010-2011 ACADEMIC CALENDAR**

Dr. Hattois said in the past the board members have indicated a strong desire that the college coordinate our calendar with the school district calendar which is something very much desired. Representatives of the college have attended at least three of the Unified School District's calendar meetings but unfortunately the District still has not finalized their calendar. The college is in a position where action has to be taken on the calendar now per state requirements. The college will send this calendar to the Unified School District superintendent and encourage his staff to coordinate their calendar as close as possible.

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

BE IT RESOLVED that the 2010-2011 Academic Calendar, as shown in Reference A-5 and approved by the Calendar Committee on February 5, 2010, be adopted.

### **B. Business**

#### **Resolution 10-02 B-16 - 2008-2009 AUDIT REPORT FROM LUND & GUTTRY**

Mr. Arneson questioned why the auditors are doing the financial statements as well as the audit reports. Ms. Butler said the cost of having a separate CPA come in to do the statements would be much more costly. She added that this was discussed last year as well and it was agreed that this same process would be followed which is the same as 97% of the other community colleges that Lund & Guttry prepare the audit report for. She also mentioned that some colleges have their own audit departments. Ms. Butler also confirmed that the auditor prepares the booklets distributed this evening. Dr. Hattois said that these are new accounting rules and requirements for our college's full disclosure. Ms. Butler added that Lund & Guttry are also responsible for sending the financials on to the state and federal governments. There followed a lengthy conversation in connection to why the audit is required and are other governmental agencies required to disclose theirs. Ms. Butler said the Education Code requires that an annual audit report be completed for all colleges.

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

BE IT RESOLVED that Palo Verde Community College District accepts the independent auditors report and financial statements from Lund & Guttry, certified public accountants, for fiscal year ending June 30, 2009 (*reports enclosed loose in Board folders*).

## **ACTION ITEMS**

### **C. Personnel**

#### **(Academic Personnel)**

#### **Resolution 10-02 C-12- FACULTY PROBATIONARY/TENURE STATUS (2010-11)**

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 following academic employees be continued on probationary status for the 2010-2011 academic year or will be completing their fourth and final year of probation and be granted tenure status. The year of probation being completed is indicated for each employee. The evaluation process has been completed by administration.

#### **Continuation of Probation**

Huynh, Carina	(First Year)	Cooperative Work Experience Coordinator/ Vocational Career Specialist
Snider, Gregory	(First Year)	Physical Education Coordinator
*Jones, Sharon	(1.5 Year)	Psychology/Addiction Studies Instructor
Peterson, Scott	(Second Year)	Computer Information Systems/ Office Technologies Instructor
Rhoades, Mike	(Second Year)	Building Trades Instructor
Bram, Jason	(Third Year)	Biology Instructor
Burgeson, Sharron	(Third Year)	Nursing Instructor
Castillo, Richard	(Third Year)	English Instructor
LaVigne, Steve	(Third Year)	Counseling/DSPS
Lujano, Lorenzo	(Third Year)	Counseling

#### **Tenure**

(Tenure to begin at the beginning of 5<sup>th</sup> Year of Service)

Eoff, Kevin	(Fifth Year)	History/Political Science Instructor
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\* Hired during Spring Semester (1<sup>st</sup> semester does not count towards tenure per California Education Code 87605 which states "A faculty member shall be deemed to have completed his or her first contract year if he or she provides service for 75 percent of the first academic year.")

(All faculty were hired using the tenure process in the agreement signed 11/22/05 with tenure to begin at the beginning of the 5<sup>th</sup> year of service.)

### **D. Miscellaneous**

#### **Resolution 10-02 D-5 - STUDY SESSION FOR MARCH 2010**

Dr. Hottois said a Study Session will be scheduled for April as there are a number of Program Reviews and the Educational Facilities Master Plan to present. Mr. Smith said some of the Programs Reviews are two-year vocational reviews and they will be brief. There are other five-year Program Reviews that are due which will be more cumbersome.

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 Study Session for March 9, 2010, is canceled.



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

Richard Castillo, English Instructor at Palo Verde College, reported that he and Brian Thieboux, English/Business Instructor, are editors of the Desert Voices literary magazine for Palo Verde College. They have opened up to the public for submission of poetry and other written items. He asked that trustees encourage all to submit as they are anticipating a release of the next issue for April. Due to the constraints of the budget they are keeping the publication small but would like more submissions.

**ADJOURNMENT**

It was moved by Ms. Rodriguez, seconded by Mr. Edmond and unanimously carried, that the meeting be adjourned at 5:53 p.m.

The next Regular Meeting will be held on Tuesday, March 23, 2010, in Blythe.

**Minutes approved at the March 23, 2010  
Regular Meeting of the Board of Trustees**

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***Secretary to the Board***