

**PALO VERDE COMMUNITY COLLEGE DISTRICT
SPECIAL MEETING / STUDY SESSION
BOARD OF TRUSTEES**

**One College Drive in Blythe – CL 101
(and Teleconference held at 725 West Broadway in Needles – Classroom #10)**

Tuesday, April 13, 2010

4:30 p.m.

Meeting 10-04

MINUTES

OPENING OF MEETING

The Special Meeting/Study Session 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 Jerry Lewis.

Present: Ed Gonzales, President
Millie Rodriguez, Vice President
Jerry Lewis, Clerk
Sam Burton, Trustee
Lincoln Edmond, Trustee
Debbie Schuster, Trustee
Tara Perkins, Student Trustee *(arrival at 4:34 p.m.)*

Absent: Ted Arneson, 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: Brian Thieboux, George Walters, Kevin Eoff, George Thomas,
Michael Gaubeca and William Ponder.

It was moved by Mr. Burton, seconded by Ms. Schuster, and unanimously carried, that the Agenda for this meeting be approved.

ITEMS FOR DISCUSSION IN CLOSED SESSION

None.

HEARING OF CITIZENS (AGENDA ITEMS)

None.

(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.)

CONSENT RESOLUTIONS

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: None)

B. Business

Resolution 10-04 B-20 - CONSULTANT AGREEMENT (RHOADES)

BE IT RESOLVED that the Palo Verde Community College District approve the Agreement for Consultant Services for Mike Rhoades, of Blythe, CA, to research, develop and facilitate the curriculum development process for the utility scale photo voltaic and thermal installer program and recommend equipment needs to satisfy the grant requirements, in the amount of \$40.00/hour (not to exceed \$15,645) from 10/01/09 to 6/30/10.

Resolution 10-04 B-21 - CONSULTANT AGREEMENT (HARVEY)

BE IT RESOLVED that the Palo Verde Community College District approve the Agreement for Consultant Services for Elizabeth Harvey, of Riverside, CA, to facilitate the utility grade solar DACUM on March 19, 2010, DACUM Research Chart for Utility Scale Solar Installation Technician/Lead, DACUM Task Verification Survey (this includes all research, preparation and travel expenses), in the amount of \$2,500, from 3/19/10 to 5/31/10.

Resolution 10-04 B-22 - CONSULTANT AGREEMENT (DEO ENTERPRISES)

BE IT RESOLVED that the Palo Verde Community College District approve the Agreement for Consultant Services for DEO Enterprises, of Helendale, CA, to participate in the utility grade solar DACUM on March 19, 2010, and complete the follow-up survey distributed by Elizabeth Harvey, in the amount of \$300, from 3/19/10 to 5/31/2010.

Resolution 10-04 B-23 - CONSULTANT AGREEMENT (JOHNSON)

BE IT RESOLVED that the Palo Verde Community College District approve the Agreement for Consultant Services for R. James Johnson, of Blythe, CA, to participate in the utility grade solar DACUM on March 19, 2010, and complete the follow-up survey distributed by Elizabeth Harvey, in the amount of \$300, from 3/19/10 to 5/31/2010.

Resolution 10-04 B-24 - CONSULTANT AGREEMENT (GONZALEZ)

BE IT RESOLVED that the Palo Verde Community College District approve the Agreement for Consultant Services for Tony O. Gonzalez, of Blythe, CA, to participate in the utility grade solar DACUM on March 19, 2010, and complete the follow-up survey distributed by Elizabeth Harvey, in the amount of \$300, from 3/19/10 to 5/31/2010.

Resolution 10-04 B-25 - CONSULTANT AGREEMENT (INDUSTRIAL SUPPORT)

BE IT RESOLVED that the Palo Verde Community College District approve the Agreement for Consultant Services for Industrial Support Solutions, of Las Vegas, NV, to participate in the utility grade solar DACUM on March 19, 2010, and complete the follow-up survey distributed by Elizabeth Harvey, in the amount of \$300, from 3/19/10 to 5/31/2010.

Resolution 10-04 B-26 - CONSULTANT AGREEMENT (SCHRINER)

BE IT RESOLVED that the Palo Verde Community College District approve the Agreement for Consultant Services for Mark Schriener, of Blythe, CA, to participate in the utility grade solar DACUM on March 19, 2010, and complete the follow-up survey distributed by Elizabeth Harvey, in the amount of \$300, from 3/19/10 to 5/31/2010.

CONSENT RESOLUTIONS (continued)

B. Business

Resolution 10-04 B-27 - CONSULTANT AGREEMENT (MANNING)

BE IT RESOLVED that the Palo Verde Community College District approve the Agreement for Consultant Services for Kathleen Manning of Litchfield, AZ, to travel to Palo Verde College to evaluate program needs as they are related to the entrepreneurial requirements outlined in the federal guidelines for Career and Technical Education Improvement Act. The consultant will provide a short report with recommendations for the future program changes, in the amount of \$1,000, from 3/04/10 to 5/31/2010 *(paid by VTEA funds)*.

ACTION ITEMS

B. Business

Resolution 10-04 B-28 - NURSING CLINICAL AGREEMENT (COLORADO RIVER MEDICAL CENTER)

It was confirmed that the college has a number of clinical site nursing agreements.

It was moved by Mr. Edmond, seconded by Mr. Burton, and unanimously carried, that the following resolution be approved. (Student Advisory Vote: None)

BE IT RESOLVED that the Nursing Clinical Agreement between Palo Verde Community College District and Colorado River Medical Center, as shown in Reference B-28, be approved, effective April 1, 2010, for one year with automatic renewals for subsequent one year terms.

Resolution 10-04 B-29 - BORROWING FROM COP FUNDS

Dr. Hottois said trustees were alerted of this possible action at the last Board meeting. It is anticipated, that the TRAN loan funds will be available by the end of this month and if so the COP (Certificates of Participation) monies will not need to be used. This action will ensure funds for the college are available in the event the loan does not close. Dr. Hottois noted that all apportionments for this year should be received by August 1st so the COP monies would be paid.

It was moved by Mr. Burton, seconded by Mr. Edmond and unanimously carried, that the following resolution be approved. (Student Advisory Vote: None)

BE IT RESOLVED that the Board of Trustees authorize the College Administration to borrow up to \$2,000,000 from unallocated COP funds to cover negative cash flows caused by delayed apportionment payments by the state and delays in the issuance of new Tax Revenue Participation Notes, as shown in Reference B-29. Borrowed funds are to be repaid to the appropriate COP account no later than August 1, 2010. Administration is to make timely reports to the Board of Trustees about any borrowing from COP funds made pursuant to this resolution.

Resolution 10-04 B-30 - RESOLUTION AUTHORIZING BORROWING FUNDS FOR 2010-11 TRAN LOAN

Dr. Hottois noted that this TRAN loan was mentioned at the last board meeting and it is included on this agenda so that the loan paperwork can be submitted as soon as possible. Ms. Butler said this TRAN loan is the one the college does annually (for the last 3 or 4 years). The monies referred to in the above resolution (due at the end of April) are for a mid-year TRAN loan and would repay any COP monies used. This is a new annual TRAN loan that the college usually receives over the summer months. Ms. Butler said the only reason the college has been doing a mid-year TRAN loan is due to the state deferrals of apportionment monies. Dr. Hottois said the state is basically making colleges borrow money instead of the state.

ACTION ITEMS (continued)

B. Business

Resolution 10-04 B-30 (continued)

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

BE IT RESOLVED that the PVCCD Board of Trustees approves the resolution (*shown loose in Trustee folders*), authorizing and approving the borrowing of funds and the issuance and sale of a 2010-11 Tax and Revenue Anticipation Note (TRAN loan) with Wells Fargo Bank National Association, in the maximum amount of \$2,500,000, to be received by June 30, 2011.

EDUCATIONAL & FACILITIES MASTER PLAN

Brian Thiebaut, Accreditation Liaison Officer reviewed the Educational & Facilities Master Plan for 2010 for the Main Campus and Needles Center (*which was shown loose in trustee folders and available on college website*). Brian said that the Master Plan was written by two consultants about a year ago and his job was to assist in editing the plan. He provided a brief history stating that the last Master Plan was written in 1996 and during the accreditation visit in 2008 it was suggested by the accrediting team that this plan be updated. Dr. Hattois and the Board agreed to hire consultants to update this plan. Dr. Jim Pell and Jim Spencer (the architect for the new college campus) completed this plan by doing interviews with various staff members at PVC in the Fall of 2009. The report was opened up to the entire campus on Institute Day on October 6, 2009, and all the input from this activity was incorporated into the report by Brian Thiebaut. The result of the 180 page document is divided into two parts: the first part deals with the educational component and the second part with the architectural aspect and history of the college. Mr. Thiebaut briefly reviewed the plan noting the Summary beginning on page 163 and he pointed out various recommendations to address further needs of the college (over the next 5 to 10 years). Trustees and Dr. Hattois noted that the Master Plan is an excellent piece of work and attributed this to the efforts of Brian Thiebaut. They commended and thanked him for his efforts.

PROGRAM REVIEWS FOR CAREER AND TECHNICAL EDUCATION PROGRAMS

George Walters, Associate Dean of Career, Technical and Continuing Education, noted the excerpt from the California Education Code (*included in Board folders*) which requires a program review update every two (2) years for career and technical education programs. The process for each review began in October of 2009 with the Office of Instruction compiling information from the labor market, county, enrollment trends, and financial trends. This information was then distributed to the program faculty involved. There were six programs on the matrix for review this year but the Office Administration review was not completed. The faculty worked on their sections of the program review and funneled it through their division to receive chair approval. The reviews then went to the Program Review Committee, Budget Committee, incorporated comments, and an Executive Summary was composed. These summaries then went to College Council for their review and are now being presented at the board level (*included in Board folders*). Dr. Hattois noted two minor changes that College Council made to the Executive Summaries. The highlights of Mr. Walters brief review of each program are listed below. Each program was voted on after each review.

Accounting

This is a very strong program enrollment wise with enrollments increasing. One of the concerns is that students are not completing a certificate or degree in this program. The Program Review Committee along with the faculty agree that this program needs to be reviewed and substantial changes made for a higher quality program based on industry trends (AA vs. BA vs. CPA). It was decided, to put this certificate and degree on an inactive status until this can be accomplished. The courses will still be offered to students.

PROGRAM REVIEWS FOR CAREER AND TECHNICAL EDUCATION PROGRAMS (continued)

Alcohol and Drug Studies

This is a very popular program for the inmate students as it results in certain accolades for them. The state prisons use this program to assist with their drug addicted inmates. The faculty is looking at offering the certification for use at other prisons. It was confirmed, that there is not a strong enrollment at the local level. Some prerequisite issues have been determined which will be addressed by faculty members. There was brief discussion regarding the faculty involved in this review.

Business and Management

Mr. Walters said this program is by far the strongest completer certificate and degree program for the college. Enrollment is very strong and the faculty is very up to date on their SLOs (Student Learning Outcomes). Brian Thieboux is one of the faculty members who makes sure the program runs as it should and he is looking at things that no other program has looked at (i.e. levels of rigor, incorporating entrepreneurial information, adding all aspects of an industry, etc.). This is a very comprehensive program and George commended Brian.

Child Development

George said this program is three quarters of the way through a complete evaluation and updating. Dr. Bruce Wallace has implemented and been working with California Alignment Project for Child Development schools. This application has been completed and submitted and will align Child Development courses throughout the state at community colleges (and is now the first two years of a Bachelor's Degree). Not all universities are on board with this program but it is moving forward. A Master Teacher Certificate has been approved locally and the application needs to be completed and submitted to the region prior to going to the Chancellor's Office. More CDC interactive television courses with Needles have been added. The enrollment is strong and completers are good. The Advisory Committee is asking for more focus to be put on teaching students how to get through the certification system.

Computer Information Science

This is a big program on campus and has probably felt the most impact with the discontinuance of the Technology Committee. This committee was initially formed to evaluate the technology needs for the campus. Six or seven years ago the college was a brand new campus with budgets for equipment and had the latest software/hardware, etc. - this is no longer true. At the College Council meeting on 4/12/10, Dr. Hottois recommended that the Technology Committee be reinstated and have a more faculty driven focus. Other issues are in scheduling due to the large overwhelming size of the degree. It is hard, for the number of CIS faculty at PVC to offer the courses needed for a student to complete the degree in two years. The number of certificates and degrees completed are very low. The faculty has been asked to evaluate the program to see if it can be streamlined and updated.

Office Administration

This program was listed on the matrix but not completed and therefore not included for review at this meeting. Mr. Walters said it is necessary to keep this program on the inactive status until the Program Review is completed and approved. He confirmed there is a demand for this program.

Dr. Hottois thanked all of the faculty who took part in all of these comprehensive program reviews and commended Dr. Bruce Wallace, the CIS faculty, and Brian Thieboux. He also thanked George Walters for his guidance through this process. On behalf of the Board, President Ed Gonzales thanked the faculty for all their efforts and working in unison.

ADDITIONAL ACTION ITEMS

A. Instruction

Resolution 10-04 A-9 - PROGRAM REVIEW APPROVAL (ACCOUNTING)

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

BE IT RESOLVED that the PVCCD Board of Trustees approves the Program Review as presented this evening for Accounting

Resolution 10-04 A-10 - PROGRAM REVIEW APPROVAL (ALCOHOL & DRUG)

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

BE IT RESOLVED that the PVCCD Board of Trustees approves the Program Review as presented this evening for Alcohol and Drug Studies.

Resolution 10-04 A-11 - PROGRAM REVIEW APPROVAL (BUSINESS & MGMT.)

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

BE IT RESOLVED that the PVCCD Board of Trustees approves the Program Review as presented this evening for Business and Management.

Resolution 10-04 A-12 - PROGRAM REVIEW APPROVAL (CHILD DEVELOPMENT)

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

BE IT RESOLVED that the PVCCD Board of Trustees approves the Program Review as presented this evening for Child Development.

Resolution 10-04 A-13 - PROGRAM REVIEW APPROVAL (CIS)

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

BE IT RESOLVED that the PVCCD Board of Trustees approves the Program Review as presented this evening for Computer Information Science.

D. Miscellaneous

Resolution 10-04 D-9 - EDUCATIONAL & FACILITIES MASTER PLAN FOR 2010

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

BE IT RESOLVED that the PVCCD Board of Trustees approves the Educational & Facilities Master Plan for the Main Campus and Needles Center 2010 (*shown loose in Trustee folders*), as presented at this meeting.

HEARING OF CITIZENS (NON-AGENDA ITEMS)

None.

ADJOURNMENT

The meeting was adjourned at 5:16 p.m.

The next Regular Meeting will be held on Tuesday, April 27, 2010, in Needles.

**Minutes approved at the April 27, 2010
Regular Meeting of the Board of Trustees**

Secretary to the Board