

# PALO VERDE COMMUNITY COLLEGE DISTRICT

## REGULAR MEETING

### BOARD OF TRUSTEES

One College Drive in Blythe – CL 101

Tuesday, May 24, 2011

4:30 p.m.

Meeting 11-05

### Minutes

#### OPENING OF MEETING

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

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

Present: Ed Gonzales, President  
Millie Rodriguez, Vice President  
Jerry Lewis, Clerk of the Board  
Ted Arneson, Trustee  
Sam Burton, Trustee  
Lincoln Edmond, Trustee  
Jeneane Quist, Student 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

Recorders: Denise Hunt and Stephanie Slagan

Absent: George Thomas, Trustee

Visitors: Vicki Attaway, Nayeli Carrillo, Richard Castillo, Berenice Castro, Cecilia Castro, Irene Castro, Atanasia Douglas, Louise Gallan, Bertha Gonzalez, Maria Kehl, Dennese Lilley-Edgerton, Peter Martinez, Francisca Medina, Greg Nall, Margarita Padilla, William Ponder, Mel Pullen, Robert Robertson, Irma Salgado, Bruce Wallace, and George Walters.

It was moved by Mr. Arneson, seconded by Mr. Edmond, and unanimously carried, that the minutes of the Regular Meeting of April 26, 2011 be approved.

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

#### HEARING OF CITIZENS (AGENDA ITEMS)

Mr. Richard Castillo gave a brief presentation on the May 2011, Volume 9, Desert Voices, the Literary Magazine of Palo Verde College (Non Agenda Item).

#### PUBLIC NOTICE/HEARING

Open the Public Hearing on the following item (copies of proposals loose in Board folders, the Library and available from the Superintendent/President's office).

1. Proposals from CCA/CTA, to negotiate reopeners to the Collective Bargaining Agreement for 2011 with the District.

- a. *“Right of Assignment,” or “Priority of Assignment,” or, “Right of First Refusal,” with regard to course assignment and overload classes for PVC full-time faculty, SERP and regular-retired faculty, long-term part-time faculty, and part-time faculty;*
- b. *Improved definitions of the relation among release time, class assignment, and workload for Division Chairs;*
- c. *Contract language defining sick time and other leave hours with regard to deductions from faculty sick time and banked leave.*

There was no discussion. Public Hearing opened at 4:35 p.m. and closed at 4:36 p.m.

## **REPORTS**

### **Associated Student Government**

Ms. Jeneane Quist, Student Trustee, provided the Associated Student Government report.

1. ASG will be hosting a tour for 5<sup>th</sup> Grade Appleby Elementary School students on Friday, May 27, 2011.
2. ASG Elected new officers and Ms. Quist was re-elected to serve as Student Trustee.

### **Academic Senate**

Ms. Dennese Lilley-Edgerton, Academic Senate President, provided the Academic Senate report.

1. Held their last meeting for the academic year, which is Ms. Lilley-Edgerton’s last meeting as President. The officers presented the four retiring faculty members with certificates of appreciation for their dedicated service to the college.
2. Officers for the next two years are as follows; President – Mr. Richard Castillo, Vice President – Ms. Sheri Jones, and Secretary – Ms. Sioux Stoeckle.

### **CSEA, Chapter 180**

Not present for this meeting.

### **CCA/CTA**

Mr. Robert Robertson, CCA/CTA Secretary, provided the CTA report.

1. CTA is continuing to struggle with the state budget and are slightly more optimistic, as the Governor has found an additional \$6.1 billion over the next 18 months.
2. There is work being done at the state CTA level on “school pool”, which is the idea of creating legislation to place 1.2 million educational workers in a risk pool for insurance purposes. The idea behind the “school pool” is to have a larger risk pool in order to minimize insurance costs.
3. Officers for next year are as follows; President – Mr. Derek Cople, Vice President – Ms. Irma Dagnino, Treasurer – Mr. Paul Shibalovich, Secretary – Mr. Robert Robertson, and Member-At-Large – Mr. Greg Snider.
4. CTA gave out scholarships to students and a \$150 scholarship to Ironwood State Prison for supplies, which will be delivered to them at commencement.

### **Superintendent/President**

1. Dr. Hottis thanked CTA for their work on the “school pool”, for supporting the Governor’s tax extension proposal, and for the scholarship for Ironwood State Prison students for supplies.
2. The District is coming close to the end of its fiscal year.
3. California Community College Chancellor, Dr. Jack Scott, will be the keynote speaker for commencement on June 4, 2011. There are approximately fifty (50) students who will be participating this year.
4. Invited Board members to attend the commencement breakfast at his home on the morning of Commencement.
5. Informed Board members that there will be a notice sent regarding professional photos for board members.
6. Suggested to Board members to reschedule the June meeting to June 14, 2011 from June 28, 2011 and combine a one (1) hour Study Session with the regular meeting.

7. The District is cutting Distance Learning classes by 19%, and that will directly affect the inmate students, as community students are never denied a place in class over an inmate student.

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

1. Ms. Butler received the mid-year TRAN's loan on May 4, 2011 for \$1.7 million at 2% interest.
2. Began working on the Summer TRAN's loan on May 13, 2011.
3. The auditors will be on campus June 8-9, 2011 to begin the audit process.
4. Held the last budget meeting today for review of all budgets that were sent into Administrative Services by all of the constituencies, in order to set the tentative budget for next fiscal year.

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

1. Ms. Rodriguez stated DSP&S is on a tour of California State University, San Bernardino, and Brandman University, located in Palm Desert, CA. 50% of the students on this tour are students that have disabilities. The trip is sponsored by DSP&S, EOPS, and the Transfer and Career Center. Later this year, DSP&S will be participating in a tour of California State University, Fullerton.
2. Financial Aid is continuing to update their files, closing out the 2010-2011 academic year, and open up the 2011-2012 academic year. Financial Aid is also working on updating the Financial Aid handbook as well as Financial Aid documents.
3. Admissions and Records continue to monitor the electronic registration process and enter the paper applications from the prisons. Admissions and Records will undergo ImageNow training the week of June 20, 2011, which is the process of scanning the District's documentation and saving it electronically, to save space.
4. EOPS had a successful visit at the local prisons May 19-23, 2011, registering students. EOPS, DSP&S, and CalWORK's will be hosting their Advisory meeting on May 25, 2011.
5. Counseling continues to work on fall 2011 registration, petitions to graduate, probation contracts, and helping in identifying students who are eligible to participate in the Foundation's Laptop Award Scholarship.
6. CalWORK's hosted a Community Day Tour, with the Blythe Community School for the 9<sup>th</sup> and 10<sup>th</sup> graders. CalWORK's will be hosting a tour of the Fine and Performing Art's Complex for the Palo Verde High School Drama Club on May 26, 2011 for approximately 30 students.
3. ASG will be hosting a tour for 5<sup>th</sup> Grade Appleby Elementary School students on May 27, 2011.
7. Enrollment is going well and all departments continue to work on SLO's, with many of them close to reaching the final stages.

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

1. Mr. Smith received approval from the Chancellor's office for the TMC in Psychology, which derived from SB1440. The Instruction Office is now working on the TMC for Sociology, which should be confirmed by the Chancellor's office by next month.
2. Working on projects for the Spring Street Campus and have some new plans for the building. The staff at the Spring Street Campus is purchasing equipment for the Fine and Performing Arts Complex.
3. Ms. Attaway has been working M.L. Bettino, the consultant for Title III, moving some of the projects forward.
4. In Needles, Ms. Mann is working on web counseling, working on Title III issues, and working with Ms. Dagnino on online orientation. Ms. Mann is getting estimates for security cameras, furniture, and equipment for the Needles Center.

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

1. Mr. Arneson stated that he attended the Palo Verde College Foundation meeting last week; Seat Sponsorships are available for \$200 per seat, and the Foundation investments are up. Mr. Arneson stated that the Foundation Barbecue was a success, with an approximate profit of \$7500.

## **INFORMATION ITEMS**

1. The Superintendent/President accepts the resignation and acceptations of the Supplemental Retirement Plan participants are as follows, with a change for Carmen Hernandez from December 30, 2011 to June 30, 2011:

Geri Butler	June 30, 2011
Leticia Guilin	June 30, 2011
<u>Carmen Hernandez</u>	<u>June 30, 2011</u>
John Madole	June 30, 2011
M. R. Miranda-Copple	June 30, 2011
William Ponder	June 30, 2011
Luanne Schultz	June 30, 2011
Patricia "Lindy" Stewart	June 30, 2011
L. Louise Gallan	September 30, 2011
Irene Rayford	December 30, 2011
Y. Gloria Castro	December 30, 2011
Rhonda Entwistle	December 30, 2011
Maria G. Gracia	December 30, 2011
Dora Lee Grundy	December 30, 2011
<del>Carmen Hernandez</del>	<del>December 30, 2011</del>
Nancy King	December 30, 2011
Phyllis Pullen	December 30, 2011
2. Notice of CCLC (Community College League of California) Annual Convention and Partner Conferences, on November 17-19, 2011, in San Jose, CA, need confirmation on trustee attendance (*loose in Board folders*).
3. The per unit fee was changed from \$26 to \$36, effective with the fall term of the 2011-12 academic year contingent upon State budget.

Dr. Hottois reviewed the information items for the Board members. Dr. Hottois stated that all of the retirees represent approximately 265 years of service to Palo Verde Community College. Dr. Hottois stated that all retirees listed have taken at least one course at the District. Dr. Hottois stated that the college will not be replacing any of the retirees given the current budget.

## **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.)***

### **B. Business**

**Resolution 11-05 B-37 – REGISTER OF WARRANTS AND FINANCIAL REPORT FOR APRIL 2011**  
BE IT RESOLVED that the Register of Warrants and Financial Report for April 30, 2011, be approved (*shown loose in Board folders*).

**Resolution 11-05 B-38 – QUARTERLY FINANCIAL STATUS REPORT**

BE IT RESOLVED that the Quarterly Financial Status Report (CCFFS-311Q), for quarter ended March 31, 2011, as prepared by Administrative Services and shown in Reference B-38, is accepted as submitted to the Chancellor’s office.

**Resolution 11-05 B-39 – AUTHORIZED AGENTS FOR PVCCD EFFECTIVE JULY 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), effective July 1, 2011 due to the retirement of Geri Butler, Vice President of Administrative Services and Luanne Schultz, Bookstore Manager 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)

James W. Hattois  
Diana Z. Rodriguez  
William J. Smith  
Denise Hunt  
Debra Mitchell

*(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. Hattois  
Diana Z. Rodriguez  
William J. Smith  
Denise Hunt  
Debra Mitchell

Schools of Riverside County  
Auxiliary Business Services (bookstore)

James W. Hattois  
Denise Taylor  
Debra Mitchell

Schools of Riverside County  
Associated Student Government (savings)

James W. Hattois  
Diana Z. Rodriguez  
Russi Egan  
Debra Mitchell  
Staci Lee

Schools of Riverside County  
Associated Student Government (checking)

James Hattois  
Diana Z. Rodriguez  
Russi Egan  
Staci Lee  
Debra Mitchell

Schools of Riverside County  
Clubs and Scholarship Account

James W. Hattois  
Russi Egan  
Diana Z. Rodriguez  
Debra Mitchell

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

Federal Funds - Financial Aid Accounts

James W. Hattois  
Diana Z. Rodriguez  
William J. Smith  
Debra Mitchell

**C. Personnel**

**(Academic Personnel)**

**Resolution 11-05 C-31 – PART-TIME INSTRUCTORS/COUNSELORS FOR SUMMER SEMESTER 2011**

BE IT RESOLVED that part-time instructors/counselors, as shown in Reference C-31, be approved for Summer Semester for 2011.

**Resolution 11-05 C-32 – CHANGE IN CONTRACT DAYS (LA VIGNE)**

BE IT RESOLVED that the contract for Steve LaVigne, DSP&S Coordinator/Counselor and Director, DSSS Program, be amended from 207 days to 212 days for the duration of the grant that will end August 31, 2015.

**(Confidential/Classified Management)**

**Resolution 11-05 C-33 – PROMOTION OF EDUCATIONAL TECHNOLOGIST, NEEDLES CENTER TO DIRECTOR, NEEDLES CENTER**

BE IT RESOLVED that Cristen Mann be promoted from Educational Technologist to, Director, Needles Center, a Classified Management position, full-time, 12 month, 40 hours per week, Salary placement on the Classified Management schedule of Row 8, Step 5, and retro pay from April 22, 2011.

**(Student Personnel)**

**Resolution 11-05 C-34 - PART-TIME TEMPORARY STUDENT EMPLOYEES FOR SPRING SEMESTER 2011**

BE IT RESOLVED that part-time temporary student employees (aides, interpreters, tutors peer coordinator/counselors, and peer counselor/recruiters), as shown in Reference C-34, be approved for the Spring Semester of 2011.

***(Blanket Motion)***

There was discussion on Resolution 11-05 B-38 – QUATERLY FINANCIAL STATUS REPORT.

There was discussion on Resolution 11-05 B-39 – AUTHORIZED AGENTS FOR PVCCS EFFECTIVE JULY 2011.

There was discussion on Resolution 11-05 C-31 – PART-TIME INSTRUCTORS/COUNSELOR FOR SUMMERS SEMESTER 2011.

It was moved by Mr. Arneson, and seconded by Mr. Burton, that Consent Resolutions be approved. (Student Advisory vote: Yes)

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Absent</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

## ACTION ITEMS

### A. Instruction

#### **Resolution 11-05 A-20 – PROGRAM REVIEW APPROVAL (ALCOHOL AND DRUG STUDIES)**

BE IT RESOLVED that the PVCCD Board of Trustees approves the Program Review as presented this evening for Alcohol and Drug Studies (*shown loose in Board folders*).

It was moved by Mr. Lewis, and seconded by Mr. Burton, that Resolution 11-05 A-20 be approved. (Student Advisory vote: Yes)

Mr. George Walters answered Board members questions regarding the Alcohol and Drug Studies Program Review.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Absent</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

#### **Resolution 11-05 A-21 – PROGRAM REVIEW APPROVAL (CHILD DEVELOPMENT)**

BE IT RESOLVED that the PVCCD Board of Trustees approves the Program Review as presented this evening for Child Development (*shown loose in Board folders*).

It was moved by Mr. Burton, and seconded by Ms. Rodriguez, that Resolution 11-05 A-21 be approved. (Student Advisory vote: Yes)

Dr. Bruce Wallace answered Board members questions regarding the Child Development Program Review.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Absent</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

#### **Resolution 11-05 A-22 – PROGRAM REVIEW APPROVAL (CHILD DEVELOPMENT CENTER)**

BE IT RESOLVED that the PVCCD Board of Trustees approves the Program Review as presented this evening for Child Development Center (*shown loose in Board folders*).

It was moved by Mr. Burton, and seconded by Mr. Edmond, that Resolution 11-05 A-22 be approved. (Student Advisory vote: Yes)

Ms. Maria Kehl answered Board members questions regarding the Child Development Center Program Review.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Absent</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

**B. Business**

**Resolution 11-05 B-40 – PROPOSAL TO PROVIDE ACOUSTICAL CONSULTING SERVICES**

BE IT RESOLVED that the PVCCD Board of Trustees approves the proposal from Purcell, Noppe and Associates to provide “limited scope” Acoustical Consulting Services for the Claypool Building– Palo Verde College Needles Center, for the amount shown in Reference B-40.

It was moved by Mr. Arneson, and seconded by Mr. Burton, that Resolution 11-05 B-40 be approved. (Student Advisory vote: Yes)

Dr. Hottois answered Board members questions regarding the Proposal to Provide Acoustical Consulting Services.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Absent</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 11-05 B-41 – CLAYPOOL IPP (NTD ARCHITECTURE)**

BE IT RESOLVED that the PVCCD Board of Trustees approves the proposal, as shown in Reference B-41, from NTD Architecture, to prepare an IPP (Initial Project Proposal) to complete the construction on the mezzanine level for occupation and include the recent changes imposed by DSA to obtain their approval of the previous construction plans to be complete by June 17, 2011, and submit to the State Chancellor’s Office by July 1, 2011 for a fee of \$5,600.

It was moved by Mr. Burton, and seconded by Mr. Lewis, that Resolution 11-05 B-41 be approved. (Student Advisory vote: Yes)

Dr. Hottois answered Board members questions regarding the Claypool IPP (NTD Architecture).

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Absent</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 11-05 B-42 – LEARNING RESOURCE CENTER FPP**

BE IT RESOLVED that the PVCCD Board of Trustees approves the proposal, as shown in Reference B-42, from NTD Architecture, to prepare an FPP (Final Project Proposal) to construct a two story stand alone new building, to be complete by June 17, 2011, and submit to the State Chancellor’s Office by July 1, 2011 for a fee of \$50,475.

It was moved by Mr. Burton, and seconded by Mr. Edmond, that Resolution 11-05 B-42 be approved. (Student Advisory vote: Yes)

Dr. Hottois answered Board members questions regarding the Learning Resource Center FPP.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Absent</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1



**(CLASSIFIED)**

**Resolution 11-05 C-35 - EMPLOYMENT OF TEMPORARY PART-TIME INSTRUCTIONAL AIDE (CERVANTES)**

BE IT RESOLVED that the PVCCD Board of Trustees approves the employment of Pablo Cervantes, for a temporary, part-time Instructional Aide for Title III Project, a CSEA classified position, temporary part-time, 12 months, 19 hours per week, Classified salary schedule Row 3, step1.

It was moved by Mr. Burton, and seconded by Mr. Edmond, that Resolution 11-05 C-35 be approved. (Student Advisory vote: Yes)

Mr. Smith answered Board members questions regarding Employment of Temporary Part-Time Instructional Aide (Cervantes).

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Absent</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

**D. Miscellaneous**

**Resolution 11-05 D-14 – SPRING STREET CAMPUS CONVERSION**

BE IT RESOLVED that the PVCCD Board of Trustees authorizes the Superintendent/President to take necessary steps to convert the District’s Spring Street Campus from a “Non-Credit” center to a “Community Economic Development and/Work Force Training Center” bringing together multiple community agencies. In furtherance of that goal, the Superintendent/President is authorized to develop agreements with other governmental or non-profit agencies to share the facility.

It was moved by Mr. Burton, and seconded by Ms. Rodriguez, that Resolution 11-05 D-14 be approved. (Student Advisory vote: Yes)

Dr. Hottois and Mr. Walters answered Board members questions regarding the Spring Street Campus Conversion.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Absent</u>
Burton	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

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

Ms. Atanasia Douglas spoke to the Board members regarding the Ripley non-credit sewing class.

Ms. Berenice Castro spoke to the Board members regarding the Ripley non-credit sewing class.

At the conclusion of the meeting the Board of Trustees rescheduled the June meeting from June 28, to June 14, 2011.

**ADJOURNMENT**

It was moved by Mr. Edmond, seconded by Ms. Rodriguez, and unanimously carried, that the meeting be adjourned. The meeting was adjourned at 6:15 p.m. The next Regular Meeting will be held on June 14, 2011, in Blythe.