

**PALO VERDE COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING**  
**BOARD OF TRUSTEES**  
**Claypool Building – 725 West Broadway in Needles – Classroom #10**  
*(and Teleconference held via CL 101 at One College Drive in Blythe)*  
**Tuesday, July 27, 2010**  
**4:30 p.m.**

**Meeting 10-09**

**MINUTES**

**OPENING OF MEETING**

The Regular Meeting of the Board of Trustees was called to order by President of the Board, Ed Gonzales, at 4:31 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  
Ted Arneson, Trustee  
Lincoln Edmond, Trustee  
Leo Martinez, Student Trustee

Absent: Sam Burton, Trustee  
Debbie Schuster, Trustee

Administrators Present: James Hottois, Superintendent/President  
Geri Butler, Vice President of Administrative Services *(in Blythe)*  
Diana Rodriguez, Vice President of Student Services *(in Blythe)*  
William Smith, Vice President of Instructional Services *(in Blythe, Mr. Smith left the meeting at 4:45 PM)*

Recorder: Jeanie Johnson, Executive Secretary, Needles Center

Visitors/Staff: Dorothy Machula, Assistant Dean, Needles Center and Cristen Mann, Educational Technologist, Needles Center.

It was moved by Mr. Edmond, seconded by Mr. Arneson, and unanimously carried, that the Minutes of the Regular Meeting of June 24, 2010, be approved.

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

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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.)

## **ITEMS FOR DISCUSSION IN CLOSED SESSION**

Trustees and the Superintendent/President adjourned to Closed Session at 4:45 p.m. to discuss the following items number 1 and 2 with item number 3 to be discussed at the end of the meeting.

(AT BEGINNING OF MEETING)

1. Conference with Legal Counsel: Significant Exposure to Litigation and Anticipated Litigation pursuant to Government Code sections 54956.9(b) and (c).
2. Conference with labor negotiator, Dr. Hottois – CSEA, Chapter 180.

(AT END OF MEETING)

3. Public Employee Performance: Evaluation of Superintendent/President and presentation of Goals for 2010-11. Board of Trustees evaluation will be held in open session (per Brown Act) at the end of this meeting (*all evaluation documents shown loose in Board of Trustees folders*).

## **OPEN SESSION**

Attendees returned from Closed Session at 5:35 p.m. and the Superintendent/President presented the following report.

The Board instructed its legal counsel, Christy O'Donnell to seek the assignment of an arbitrator through the Office of Administrative Hearings on a request for a hearing on a personnel matter by an employee of the District.

The motion was made by Mr. Lewis and seconded by Mr. Edmond. There was a recorded vote with the following voting yes: Mr. Lewis, Mr. Edmond, Mr. Arneson, Ms. Rodriguez, and Mr. Gonzales. There were no negative votes, two trustees absent (Mr. Burton and Ms. Schuster), and there were no abstentions.

Recommendations for negotiations with CSEA were also discussed.

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

None.

## **PUBLIC NOTICE/HEARING**

At 5:37 p.m. President Gonzales opened the Public Hearing for comments on the following item (*document was included in Board folders, the Library and available to the public*): Tentative Agreement for 2010 Successor Agreement dated June 28, 2010, with CSEA, Chapter 180, for 2010 through 2012 (a 2 year agreement) for the year beginning July 1, 2010. There were no comments and the Public Hearing was closed at 5:38 p.m.

## **REPORTS**

### **Associated Student Body**

No report.

### **Academic Senate**

No report.

### **CSEA**

No report.

### **CCA/CTA**

No report.

## **REPORTS (continued)**

### **Superintendent/President**

1. Dr. Hattois shared the performing arts center landscape plans.
2. Dr. Hattois said that the cash flow analysis for the upcoming months indicates that we will possibly end September with \$552,000. It is quite possible that we will not have a budget until January.
3. There was an increase in enrolled FTE students in Spring 2010 which put PVC just a bit over the growth cap.
4. Dr. Hattois announced that he will be out of town the rest of this week.
5. This is the 27<sup>th</sup> day without a budget. Mr. Lewis asked how the budget situation will impact the college. Dr. Hattois stated that the longest California has gone without a budget is 81 days, hopefully, that will not happen this year. The proposed budget may not increase student fees, however, that remains to be seen. Mr. Arneson asked if college operations can be supported through September. Dr. Hattois said yes until the end of September.

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

Ms. Butler said it is thought that all California Community Colleges will be all right through September. A TRAN loan is possible and money could be available by August 11th if necessary. PVC was rated in the top 3 colleges in the S & P index. The college will not receive any other state apportionments after the July 17<sup>th</sup> date. Further apportionments have been deferred at this time.

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

1. Representatives from the Admissions and Records office are attending a conference in Las Vegas, Nevada to learn more about available Veteran's services.
2. Datatel system conversion and clean up continues.
3. Spring 2010 graduation audits are finished and certificates are ready for distribution to students.
4. Staff is working on setting up the Degree Audit component on Datatel.
5. Linda Pratt, Financial Aid Officer, is going to visit Needles next Tuesday for a training session and to update staff on the financial aid process. Work continues on the 2010-2011 financial aid awards for this year.
6. DSPS is working with the prison students this week.
7. Current enrollment is 1,619 to date. No complete data is available at this time, but it appears to be more than this time last year.

Dr. Hattois expressed his appreciation to the entire Financial Aid and Admissions and Records staff for their hard work.

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

No report.

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

Ms. Rodriguez announced that she will be gone next month to have surgery on her knee.

### **Needles Report**

1. Ms. Machula thanked everyone for traveling to the Needles Center today.
2. The Needles Center reopened from summer recess two weeks ago and new people are starting to come in.
3. Copies of the Fall schedule are being made to distribute to the community. This is a necessary "tool" for marketing in the Needles area as many of the area residents do not have access to computers to check the college web site. Staff is assisting many people with application and registration on the media center computers at the Center.

## **REPORTS (continued)**

### **Needles Report (continued)**

4. Ms. Machula said that she is meeting with the Needles High School principal and the new Needles Unified School District Superintendent regarding dual credit for high school students.
5. Needles High School has been selected for a remodeling project through NBC TV's "School Spirit" program, which will take place August 12-18. Students are being encouraging to volunteer for this project and represent PVC.

### **INFORMATION ITEMS**

President Gonzales briefly reviewed the Information Items.

1. Administrative Procedure 7130, Compensation, as information only *(shown loose in Board folders)*.
2. Grant Award Notification for Title III project for \$399,985 for budget period 10/01/10 to 9/30/11 *(shown loose in Board folders)*.
3. Out-of-state travel request for Lisa Holmes to travel to Portland, Oregon, on July 22-24, 2010, for the College Net R25 Data Preparation Training.
4. MOU with Palo Verde Unified School District Early Childhood Center for referring families to classes held at the PVC Adult Education Program for period of 9/01/10 to 8/31/11, an annual requirement of the Department of Education *(loose in Board folders)*.
5. 6/21/10 thank you letter from the U.S. Census Bureau for PVC Needles *(in folders)*.

### **CONSENT RESOLUTIONS**

Dr. Hottos recommended approval of Resolution B-59, Agreement with Westwind Mechanical even though notice of termination has been given to Westwind Mechanical which is leaving the job. Board approval is required to compensate Lotus for work already performed because Lotus was not originally listed as a sub-contractor.

It was moved Mr. Edmond, seconded by Ms. Rodriguez, and unanimously carried, that the Consent Resolutions be approved as submitted. (Student Advisory Vote: Yes)

## **B. Business**

### **Resolution 10-09 B-56 - REGISTER OF WARRANTS AND FINANCIAL REPORT FOR JUNE 2010**

BE IT RESOLVED that the Register of Warrants and Financial Report for the period ending June 30, 2010, be approved.

### **Resolution 10-09 B-57 - CDC ANNUAL AGREEMENT (\$274,942)**

BE IT RESOLVED that the Palo Verde Community College District enters into an annual contract (#CSPP-0391) and adopts appropriate resolution with the California State Department of Education for the purpose of providing general child care and development services in fiscal year 2010-2011, in the amount of \$274,942 *(down \$2,933 from \$277,875 last year)*.

### **Resolution 10-09 B-58 - LA PAZ REGIONAL CLINICAL NURSING AGREEMENT**

BE IT RESOLVED that the Palo Verde Community College District approves the Business Associate Agreement with La Paz Regional Hospital which provides additional language to address the HITECH Act and modifications to the HIPAA Privacy Rule, as shown in Reference B-58. The original La Paz clinical nursing agreement was approved on January 1, 2010, to December 31, 2010, and this new language will become part of that agreement.

**CONSENT RESOLUTIONS (continued)**

**B. Business**

**Resolution 10-09 B-59 - AGREEMENT WITH WESTWIND MECHANICAL TO SUBCONTRACT WITH LOTUS MECHANICAL**

BE IT RESOLVED that the Palo Verde Community College District ratifies the approval of the Supt./President of the Agreement with Westwind Mechanical, Inc. (*shown loose in Board folders*) to subcontract with Lotus Mechanical, Inc. to complete sheet metal and piping work on the Fine & Performing Arts Complex (Phase IV). The District will assess a penalty of \$7,500.

**Resolution 10-09 B-60 - CONSULTANT AGREEMENT (BURGESON)**

BE IT RESOLVED that the Palo Verde Community College District approves the Agreement for Consultant Services with Sharron Burgeson, of Blythe, CA, to perform the duties of Interim Director of Nursing for the period of July 1, 2010, to July 15, 2010, in the amount of \$1,500 (*advertising efforts continue for the Associate Dean of Nursing*).

**Resolution 10-09 B-61 - CONSULTANT AGREEMENT (SLOMAN)**

BE IT RESOLVED that the Palo Verde Community College District approves the Agreement for Consultant Services with James Sloman of Blythe, CA, to contact vendors and distributors to generate an accurate budget and detailed supply list for the ceramics and art department for the new Fine & Performing Arts Complex, from the period of May 4, 2010, to June 30, 2011, in the amount of \$50/hour (not to exceed 40 hours or \$2,000).

**Resolution 10-09 B-62 - CONSULTANT AGREEMENT (HERNANDEZ)**

BE IT RESOLVED that the Palo Verde Community College District approves the Agreement for Consultant Services with Jose Hernandez of Blythe, CA, to contact vendors and distributors to generate an accurate budget and detailed supply list for the ceramics and art department for the new Fine & Performing Arts Complex, from the period of May 4, 2010, to June 30, 2011, in the amount of \$50/hour (not to exceed 40 hours or \$2,000).

**C. Personnel**

**(Academic Personnel)**

**Resolution 10-09 C-31 - PART-TIME COUNSELOR FOR SUMMER SESSION 2010**

BE IT RESOLVED that part-time counselor, as shown in Reference C-31, be approved for Summer Session 2010.

**Resolution 10-09 C-32 - PART-TIME INSTRUCTORS/COUNSELORS FOR FALL SEMESTER 2010**

BE IT RESOLVED that part-time instructors/counselors, as shown in Reference C-32, be approved for Fall Semester 2010.

**C. Personnel**

**(Classified Personnel)**

**Resolution 10-09 C-33 - TEMPORARY CUSTODIAN AT NEEDLES**

BE IT RESOLVED that Anna Covarrubias be employed as a part-time temporary custodian at the PVC Needles Center, under existing job description, at a placement of Row 1, Column 1 (\$12.64/hour) of the Classified Part-Time Salary Schedule, effective July 28, 2010, (*replacing Mike Andrews*).

## **ACTION ITEMS**

### **B. Business**

#### **Resolution 10-09 B-63 - CONTRACT WITH COD (SOLAR COURSE)**

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

BE IT RESOLVED that Palo Verde Community College District enters into an Agreement for Contracted Services with COD (College of the Desert Community College District) for PVC to serve as Contractor to provide a Utility-Scale Solar Energy Course, with terms shown in Reference B-63, in the amount of \$30,651, beginning August 1, 2010, to December 31, 2010.

#### **Resolution 10-09 B-64 - CONTRACT WITH COD (PRE-C.N.A. ESL CLASS)**

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 Palo Verde Community College District enters into an Agreement for Contracted Services with COD (College of the Desert Community College District) for PVC to serve as Contractor to provide an 80-hour Pre-C.N.A (Certified Nursing Assistant) Vocational English as a Second Language class, with terms shown in Reference B-64, in the amount of \$28,535, beginning August 1, 2010, to June 11, 2011.

### **C. Personnel**

#### **(Classified Personnel)**

#### **Resolution 10-09 C-34 - CSEA SUCCESSOR AGREEMENT FOR 2010-2012**

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

BE IT RESOLVED that Palo Verde Community College District approves the Tentative Agreement for the 2010 Successor Agreement dated June 28, 2010, with CSEA, Chapter 180, for 2010 through 2012 (a 2 year agreement), for the year beginning July 1, 2010 *(as shown loose in Board folders)*.

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

None.

#### **BOARD OF TRUSTEES EVALUATION**

Evaluation of the Board of Trustees was conducted in Open Session as required by the Brown Act. The results will be published at the next regular meeting.

#### **CLOSED SESSION (AT END OF MEETING)**

Trustees and the Superintendent/President adjourned to Closed Session at 6:25 p.m. to discuss item number 3: Public Employee Performance: Evaluation of Superintendent/President and presentation of Goals for 2010-11.

## **OPEN SESSION**

Trustees and the Superintendent returned from Closed Session at 7:55 p.m. and reported the following.

At the conclusion of the closed session the Board adopted a new contract for the Supt./President with the following changes from his current contract on a motion by Mr. Arneson seconded by Mr. Lewis followed by a recorded vote with the following voting yes: Mr. Lewis, Mr. Edmond, Mr. Arneson, Ms. Rodriguez, and Mr. Gonzales. There were no negative votes, two trustees absent (Mr. Burton and Ms. Schuster), and there were no abstentions.

Section:

1. Term. The Board shall employ James W. Hottois as Superintendent/President for a term of three years and eleven months beginning on the 1<sup>st</sup> day of ~~November, 2009~~ August, 2010 and terminating on the 30<sup>th</sup> day of June, ~~2013-2014~~.

10. Vacation. The Superintendent/President shall receive twenty-two (22) annual vacation days with pay. The Superintendent/President shall receive ~~five (5)~~ eight (8) additional annual vacation days with pay for a total of ~~twenty-seven (27)~~ thirty (30) days. The remainder of Section 10 was left unchanged.

The last paragraph of the contract is amended to read: The foregoing Agreement consisting of eight (8) pages was approved by the Board of Trustees of the Palo Verde Community College District on ~~October 27, 2009~~ July 27, 2010.

All other parts of the contract remain unchanged from the Superintendent/President's 2009-2013 contract.

It was also reported that the Board of Trustees wish to consider the Salary provisions of the Superintendent/President's contract after the State of California adopts a budget for the current fiscal year.

## **ADJOURNMENT**

The meeting adjourned at 8:00 p.m.

The next Regular Meeting will be held on Tuesday, August 24, 2010, in Blythe.

**Minutes approved at the August 24, 2010  
Regular Meeting of the Board of Trustees**

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***Secretary to the Board***