

**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, August 23, 2011**  
**4:30 p.m.**

**Meeting 11-08**

**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 4:33 p.m.

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

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

Administrators Present: James Hottois, Superintendent/President  
Diana Rodriguez, Vice President of Student Services  
William Smith, Vice President of Instructional Services  
George Walters, Director of Fiscal and Human Resources

Recorders: Jeanie Johnson and Carrie Mullion

Absent: Millie Rodriguez, Vice President

Visitors: C.M. Brahmhatt (Cambridge West Partnership, LLC), Vicki Attaway, Erin Currier, Russi Egan, Linda Pratt, Debbie Mitchell, Derek Copple, Cecy Garcia, Melinda Walnoha, Rich Soto, Rhonda Entwistle, Adam Houston, Shelly Hamilton, and Eric Egan.

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

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

**ITEMS FOR DISCUSSION IN CLOSED SESSION** (AT BEGINNING OF MEETING)

1. Conference with Legal Council: Significant Exposure to Litigation and Anticipated Litigation pursuant to Government Code sections 54956.9(b) and (c) - one case.

**ADJOURN TO CLOSED SESSION**

Trustees and Superintendent/President adjourned to Closed Session at 4:35 p.m.

(These minutes are a concise summary of reports, discussion and actions taken at this meeting. For detailed comments and discussion a tape is available to the public for 30 days after the date of this meeting.)

## **RETURN TO OPEN SESSION**

Trustees and Superintendent/President returned to Open Session at 4:55 p.m., and reported that no action was taken and there was no report.

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

1. Public Employee Performance: Evaluation of Superintendent/President and Presentation of Goals for 2011-2012. 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*).

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

None.

## **BOARD 2011-2012 BUDGET WORKSHOP**

Dr. Hattois introduced C.M. Brahmbhatt, (Cambridge West Partnership, LLC). Mr. Brahmbhatt has a consultant agreement with Palo Verde College, and has been working on closing the books for the 2010-2011 year, as well as developing a budget for fiscal year 2011-2012.

Mr. Brahmbhatt provided handouts and a presentation was given to the Board of Trustees, "Palo Verde Community College District 2011-2012 Adopted Budget Workshop". The Budget Workshop is a precursor to adopting a budget at the Special Board Meeting to be held on September 13, 2011. Mr. Brahmbhatt provided clarification and there was discussion.

The Board of Trustees thanked Mr. Brahmbhatt for the presentation. Mr. Brahmbhatt complimented the staff in the Business Office. Dr. Hattois thanked Mr. Brahmbhatt.

## **REPORTS**

### **Associated Student Government**

Jeneane Quist, President, Associated Student Government and Student Trustee, provided the following report.

1. The first ASG Meeting was held today.
2. Plans for the new school year are currently being discussed.

### **Academic Senate**

Richard Castillo, President, Academic Senate, provided the following report.

1. Academic Senate met today for a Special Meeting
2. Richard Castillo and Sheri Jones, met with Dr. Hattois and Mr. Smith last week to address Senate issues.
3. Thanked Mr. Brahmbhatt for the presentation on the budget issues.
4. Encouraged the Board of Trustees to contact Mr. Castillo if they have any questions or concerns.

### **CSEA, Chapter 180**

No report.

### **CCA/CTA**

No report.

### **Superintendent/President**

Dr. Hattois, Superintendent/President, provided the following report.

1. Had a very good meeting with Mr. Castillo, Ms. Jones and Mr. Smith last week to discuss issues of mutual concern.
2. Thanked Mr. Brahmbhatt for his report and appreciates the transparency in his work.

## **REPORTS (continued)**

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

Diana Rodriguez, Vice President of Student Services, provided the following report.

1. Student Services has been concentrating on a smooth enrollment process for students. There have been minimal complaints about the registration process this year.
2. Enrollment is slightly higher than last year at this same time.
3. Cal Works, EOPS, and DSSS have a small increase in the students that they are serving.
4. Ms. Mann has been helping with video counseling to the Needles Center.
5. GT Program (TRio Grant), is off to a good start. Students have been on one field trip so far, and another field trip is planned for October.
6. DSSS students have been working very closely with the Transfer and Career Center to expose them to transfer opportunities.

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

William Smith, Vice President of Instructional Services, provided the following report.

1. Ms. Holmes, Mr. Walters and Mr. Smith met with Academic Senate to clarify some issues.
2. Ms. Holmes has made a few adjustments regarding classes.
3. Furniture for Needles Center should arrive Thursday.

### **George Walters, Director of Fiscal and Human Resources**

George Walters, Director of Fiscal and Human Resources, provided the following report.

1. There will be a Budget Committee Meeting on Thursday, August 25, 2011.
2. Asked the Board to define what they would like to see in the budget report.
3. Budget reports will be very simple and very transparent.

### **Cristen Mann, Director, Needles Center**

Cristen Mann, Director, Needles Center, provided the following report.

1. Working on registration.
2. First shipment of furniture will arrive Thursday and Friday of this week. The next shipment should be September 8 and 9 or September 9 and 10.
3. Due to the current budget, Needles Center will be open Monday-Thursday. Closed on Fridays.
4. Web counseling is going very well.

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

Mr. Edmond and Dr. Thomas expressed their appreciation for the Budget Workshop.

Mr. Arneson asked for clarification as to when the Fine and Performing Arts Complex would be completed. Dr. Hottois is hopeful that it will be finished by end of September.

Mr. Lewis thanked Mr. Brahmhatt, Mr. Walters, and Dr. Hottois in regards to the Budget Workshop.

## **INFORMATION ITEMS**

1. Second Read and approval of BP 6770, Energy and Sustainability *(shown loose in Board folders)*.
2. Out-of-state travel request for Cheryl Bruno-Mofu to travel to Parker, Arizona on August 30-31, September 6-7, 13-14, 20-21 and 27-28, 2011.
3. Out-of-State travel request for Linda Pratt to travel to Las Vegas, Nevada on November 28 to December 1, 2011, for Federal updates and training for the Department of Education.
4. CCFS-311Q -Quarterly Financial Status Report *(shown loose in Board folders)*.
5. Grant Award Notification for Title III project for \$399,725 for budget period 10.01.2012 – 09.30.2013 *(shown loose in Board folders)*.

**REPORTS (continued)**

Mr. Gonzales reported that he received a letter addressed to Mr. Edmond from Datatel that stated they are joining together with Sunguard High Education. They would like to provide service to Palo Verde College.

**CONSENT RESOLUTIONS**

**A. Instruction**

**Resolution 11-08 A-25 – K-12 ENROLLMENTS – FALL 2011**

BE IT RESOLVED, that K-12 students, completing approved college enrollment process, as shown in Reference A-25, be approved to attend classes at Palo Verde College for Fall 2011. Administration is recommending approval subject to space availability in classes.

**B. Business**

**Resolution 11-08 B-78 - CONSULTANT AGREEMENT (CHAMBERS)**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Agreement for Consultant Services with Alice Chambers, to conduct Art Courses. To begin September 8, 2011, until December 21, 2011. Consultant to be compensated, in the amount not to exceed more than the revenue that is collected from the participating students and at the end of the term, which will be divided into three sections.

**Resolution 11-08 B-79 – CHANGE ORDERS 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 orders for Phase IV (Fine and Performing Arts Complex) as listed below, as shown in Reference B-79.

Change Order#19  
\$13,908.86

Change Order#26  
\$1,803.42

Change Order#60  
\$13,069.36

Change Order #61  
\$1,611.00

Change Order #63  
\$10,397.00

Change Order #64  
\$9,348.00

Change Order#65  
(\$9,348.00)

Change Order #66  
\$18,321.95

Change Order #76  
\$(\$5,934.18)

Change Order#77  
\$17,171.00

Change Order#78  
(\$17,171.00)

Change Order#80  
(\$2,691.00)

Change Order#83  
(\$204,164.00)

**Resolution 11-08 B-80 – MEMORANDUM OF UNDERSTANDING WITH PALO VERDE VALLEY COMMUNITY IMPROVEMENT FUND (CIF)**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Memorandum of Understanding with the Palo Verde Valley Community Improvement Fund (CIF) for usage of space and reimbursement of utility cost. It shall be in force from July 1, 2011, until a mutual termination agreement is signed by both parties of this Memorandum of Understanding, as shown in Reference B-80.

**CONSENT RESOLUTIONS (continued)**

**Resolution 11-08 B-81 – MEMORANDUM OF UNDERSTANDING WITH BRANDMAN UNIVERSITY**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Memorandum of Understanding with Brandman University to partner in offering enhanced opportunities to Early Advantage Transfer students, as shown in Reference B-81.

**Resolution 11-08 B-82 – CONSULTANT AGREEMENT (HUNTER, SHALLECK COLLABORATIVE, INC.,)**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Agreement for Consultant Services with Ian Hunter, The Shalleck Collaborative, Inc., to provide complete bid ready, turnkey packages for the Fine and Performing Arts Complex, on or before September 16, 2011, for Stage Draperies, Production Lighting Fixtures, and Loose/Portable AV Equipment, in an amount not to exceed \$6,450.

**Resolution 11-08 B-83 – CDC ANNUAL AGREEMENT (AMENDMENT 01) FY 2011-2012 (\$323,915)**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves Amendment 01 to the annual contract (#CSPP-1385) 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 2011-2012, in the amount of \$323,915 (increase of \$9,340).

**Resolution 11-08 B-84 – MEMORANDUM OF UNDERSTANDING WITH DESERT ALLIANCE FOR COMMUNITY EMPOWERMENT, INC.**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Memorandum of Understanding with the Desert Alliance for Community Empowerment, Inc. for usage of space and reimbursement of utility cost. It shall be in force from July 1, 2011, until a mutual termination agreement is signed by both parties of this Memorandum of Understanding, as shown in Reference B-84.

**C. Personnel**

**(Academic Personnel)**

**Resolution 11-08 C-53 – PART-TIME INSTRUCTORS/COUNSELORS FOR FALL SESSION 2011**

BE IT RESOLVED, that part-time instructors/counselors, as shown in Reference C-53, be approved for Fall Semester of 2011.

**(Classified Personnel)**

**Resolution 11-08 C-54 – CDC INSTRUCTIONAL AIDE (ADAMS)**

BE IT RESOLVED, that the salary placement for Dana Adams, Instructional Aide at the Palo Verde College Child Development Center, be amended from Row 1, Step 4 (\$9.21 per hour), to Row 1, Step 5 (\$9.63), due to advanced work experience and certifications.

**Resolution 11-08 C-55 – PART-TIME TEMPORARY CUSTODIAN NEEDLES CENTER**

BE IT RESOLVED, that Jesse Hart, be employed as a part-time temporary custodian at the Palo Verde College Needles Center, under existing job description, at a placement of Row 1, Step 1 (\$12.64/hour), of the Classified Part-Time Salary Schedule, Effective immediately (*replacing Anna Covarrubias*).

**CONSENT RESOLUTIONS (continued)**

**(Student Personnel)**

**Resolution 11-08 C-56 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR FALL 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-56, be approved for the Fall Semester 2011.

***(Blanket Motion)***

There was discussion on Resolution 11-08 B-82 - CONSULTANT AGREEMENT (HUNTER, SHALLECK COLLABORATIVE, INC.,). Mr. Smith and Ms. Entwistle clarified.

Dr. Thomas requested to abstain from voting on Resolution 11-08 B-80 – MEMORANDUM OF UNDERSTANDING WITH PALO VERDE VALLEY COMMUNITY IMPROVEMENT FUND (CIF), due to Dr. Thomas being a member of the CIF Board.

It was moved by Mr. Arneson, seconded by Mr. Burton, that Consent Resolutions be approved.

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

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**ACTION ITEMS**

**B. Business**

**Resolution 11-08 B-85 – REFUND FROM BENEFITS FUND (BUTLER AND MACHULA)**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Superintendent/President and Fiscal Services to refund Geraldine Butler and Dorothy Machula in the amount of \$200.00 for Butler and \$120.00 for Machula from the Benefits Fund (*Memo shown loose in Board folders*).

There was discussion and Mr. Walters clarified this resolution.

It was moved by Mr. Burton, seconded by Dr. Thomas. Resolution 11-08 B-85 did not pass.

Student Advisory	<u>Abstain</u>	Edmond	<u>Abstain</u>	Rodriguez	<u>Absent</u>
Arneson	<u>No</u>	Gonzales	<u>No</u>	Thomas	<u>Abstain</u>
Burton	<u>Abstain</u>	Lewis	<u>No</u>		

Motion carried/lost; Aye 0 No 3 Abstain 4 Absent 1

**ACTION ITEMS (continued)**

**Resolution 11-08 B-86 – PROPOSAL FROM EMCOR (WESTERN SURETY)**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Proposal from EMCOR Services/Mesa Energy Systems for the Fine and Performing Arts Complex for completion work to the HVAC system, as shown in Reference B-86.

There was discussion and Mr. Butters (CCM) clarified this resolution.

It was moved by Mr. Burton, seconded by Mr. Arneson, that Resolution 11-08 B-86 be approved.

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

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 2

**Resolution 11-08 B-87 – PROPOSAL FROM EMCOR (PIPING MODIFICATIONS)**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Proposal from EMCOR Services/Mesa Energy Systems for Chilled Water Piping Modifications, as shown in Reference B-87.

There was discussion and Mr. Butters (CCM) clarified this resolution.

It was moved by Mr. Arneson, seconded by Mr. Lewis, that Resolution 11-08 B-87 be approved.

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

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 11-08 B-88– NURSING CLINICAL AGREEMENT (NEW HOPE HOSPICE)**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Nursing Clinical Agreement between Palo Verde Community College District and New Hope Hospice, as shown in Reference B-88, effective August 1, 2011, for one year with automatic renewals for subsequent one year terms.

There was discussion. Mr. Walters and Mr. Smith clarified this resolution.

It was moved by Mr. Lewis, seconded by Dr. Thomas, that Resolution 11-08 B-88 be approved.

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

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**ACTION ITEMS (continued)**

**Resolution 11-08 B-89 - CONTRACT EXTENSION CALIFORNIA CONSTRUCTION MANAGEMENT FOR PHASE IV FINE AND PERFORMING ARTS COMPLEX**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Contract Extension California Construction Management for Phase IV Fine and Performing Arts Complex from June 14, 2011 to October 15, 2011, for a monthly fee of \$\_\_\_\_\_as shown in Reference B-89.

Dr. Hattois amended Resolution 11-08 B-89 to read for a monthly fee **of no more than** \$108,453.85.

It was moved by Mr. Lewis, seconded by Dr. Thomas, that Resolution 11-08 B-89 be approved.

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

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**D. Miscellaneous**

**Resolution 11-08 D-17 – SPECIAL BOARD OF TRUSTEES MEETING FOR SEPTEMBER 13, 2011**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Special Board of Trustees Meeting for September 13, 2011, in Blythe, to address 2011-2012 budget.

There was discussion and Dr. Hattois clarified this resolution.

It was moved by Mr. Arneson, seconded by Mr. Burton, that Resolution 11-08 D-17 be approved.

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

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 11-08 D-18 – FIVE YEAR CONSTRUCTION PLAN 2013-2017**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the Five Year Construction Plan *(shown loose in Board folders)*.

There was discussion and Dr. Hattois clarified this resolution.

It was moved by Mr. Burton, seconded by Mr. Lewis, that Resolution 11-08 D-18 be approved.

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

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1



**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.

**ADJOURN TO CLOSED SESSION**

Trustees and the Superintendent/President adjourned to Closed Session at 7:10 p.m. to discuss the following:

1. Public Employee Performance: Evaluation of Superintendent/President and Presentation of Goals for 2011-2012.

**OPEN SESSION**

Trustees and the Superintendent/President returned from Closed Session at 7:28 p.m. No action was taken and it was reported that the Evaluation of Superintendent/President and Presentation of Goals for 2011-2012 will be continued at the September 13, 2011 Special Meeting in closed session.

**ADJOURNMENT**

The meeting was adjourned at 7:30 p.m.

A Special Board Meeting will be held on Tuesday, September 13, 2011, in Blythe.

The next Regular Meeting will be held on Tuesday, September 27, 2011, in Blythe.