

**PALO VERDE COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING**  
**BOARD OF TRUSTEES**  
**Assembly Room (CL 101) - Classroom/Lab Building**  
**Tuesday, September 22, 2009**  
**4:30 p.m.**

**Meeting 09-15**

**MINUTES**

**OPENING OF MEETING**

The Regular Meeting of the Board of Trustees was called to order by the Vice President of the Board, Ed Gonzales, at 4:39 p.m.

The salute to the American Flag was led by Ed Gonzales, Vice President.

Present: Ed Gonzales, Vice President  
Millie Rodriguez, Clerk of the Board  
Lincoln Edmond, Trustee  
Jerry Lewis, Trustee  
Sam Burton, Trustee  
Tara Perkins, Student Trustee

Absent: Debbie Birdsong, President  
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: Reva Gilmore, Russi Egan, Peter Martinez, Victor Hernandez and Dennese Lilley-Edgerton.

It was moved by Mr. Lewis, seconded by Mr. Burton, and unanimously carried, that the Minutes of the Regular Meeting of August 25, 2009, be approved.

Dr. Hottois said that with two board members missing it was requested that the Closed Session item at the end of the meeting for the Superintendent/President Evaluation and Board of Trustees Evaluation be delayed until a Special Meeting to be held on Tuesday, September 29 or October 6, 2009. The general consensus was that the best date would be October 6, 2009.

It was moved by Mr. Edmond, seconded by Mr. Lewis, and unanimously carried, that the Agenda for this meeting be approved as amended to add a Special Meeting to be held on October 6, 2009, and include the two evaluations mentioned above.

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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.)

### **ADJOURN TO CLOSED SESSION**

The Trustees (*with Mr. Arneson participating via telephone*), Superintendent/President, Vice President of Administrative Services and Vice President of Instructional Services, adjourned to Closed Session at 4:43 p.m. to address: Conference with Legal Counsel: Significant Exposure to Litigation and Anticipated Litigation pursuant to Government Code sections 54956.9(b) and (c).

### **RETURN TO OPEN SESSION**

Attendees of Closed Session returned to Open Session at 5:29 p.m. with nothing to report.

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

There were no requests for citizens to speak.

### **PUBLIC NOTICE/HEARING ON FINAL BUDGET**

Board Vice President Ed Gonzales opened the hearing on the Final Budget for 2009-10 and requested comments (*reports enclosed loose in Board folders, on file at the Library and available to the public*). There being no comments, the hearing was closed at 5:31 p.m.

### **ACCREDITATION FOLLOW-UP REPORT (Due 10/15/09)**

Brian Thieboux, Accreditation Liaison Officer/Institutional Research, provided an overview of the Accreditation Report (*shown loose in board folders*) beginning with the history of past reports. The original six-year accreditation visit took place in March of 2008 with the accreditation team at PVC. That visit resulted with a report in June 2008 which listed seven recommendations for the college to respond to. PVC responded to those seven recommendations in October 2008 and were visited by a small team following that report which resulted in the Accrediting Commission issuing a report in February 2009 accepting three of the seven recommendation but requesting additional work on four. What is being presented this evening is the response to the four remaining recommendations: 1) planning course offerings so students can complete in a timely manner; 2) educational program planning based on data about community and student needs; 3) disseminating information about procedures to approve and evaluate courses and programs; and, 4) fully integrate Program Review with budget and planning processes. Trustees thanked Brian for a very good report.

### **REPORTS**

#### **Associated Student Body**

Ms. Tara Perkins, Student Trustee, had already left the meeting to attend her class.

#### **Academic Senate**

Dennese Lilley-Edgerton provided the report for the Academic Senate.

The Academic Senate just completed a "First Read" of a resolution which addresses direct implementation of course prerequisites for student success. She said this comes from the state Chancellor's Office, the Basic Skills initiative, and administration to require that the college address the issue of students who are in remedial courses taking college level classes for reading and writing. She noted there is a copy of this resolution available on the Academic Senate website.

#### **CSEA**

No report.

## **REPORTS (continued)**

### **CCA/CTA**

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

1. CTA just completed their committee assignments.
2. Two weeks ago Mr. Hernandez attended the state CTA board meeting. The state CTA representatives said they are looking forward to coming to Palo Verde College to provide workshops on the grievance procedures, negotiations, sexual harassment, etc., free of cost.

### **Superintendent/President**

1. Dr. Hattois thanked two people who already left the meeting: Brian Thieboux who has done a wonderful job of putting the accreditation report together; and second, Dennese Lilley-Edgerton who worked on the important resolution regarding prerequisites and remedial education for reading and writing.
2. The Palo Verde College Foundation recently received a donation of \$25,000 from Palo Verde Valley T-V Club, Inc. This will go into endowment for student scholarships.
3. Dr. Hattois attended a CCLC CEO board meeting last week and it was noted that the state budget is still not good and there may be mid-year budget cuts. Dr. Hattois will be including with the "Friday Letter" a three-part series from the Sacramento Bee on the state budget.
4. Dr. Hattois received word this morning of the passing of the President of Napa Valley College. He noted that he will really miss Chris McCarthy.

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

1. Ms. Butler said a representative from Datatel conducted a two day face-to-face training with Debbie Mitchell, Human Resource Manager, on campus last week.
2. Ms. Butler has been working with Merle Cannon who was hired recently as a consultant to take Jim Pell's place in updating the Space Inventory Report.
3. Ms. Butler has been working with Walt Reno at the state level on several issues on PVC's construction projects.
4. The Budget Committee met this past week to discuss the budget being presented tonight.

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

1. Ms. Rodriguez said Admissions & Records have been heavily involved in Datatel report training over the last few months and implementing the transcript evaluation module. There has been more veteran enrollments and working with county counselors. Many paper applications are still being updated from other sites (Needles and Spring Street). This term was the first on-line registration and enrolling in actual classes. Ms. Rodriguez said it did not go completely smooth but much better than she anticipated. She acknowledged all those involved.
2. DSPS spent five days in Needles this month working with students. The DSPS program plan for the Chancellor's office is being prepared.
3. EOPS is scheduled to visit Needles on October 21<sup>st</sup> and ISP and Chuckawalla prisons the week of October 26-30.
4. Financial Aid has been very busy with Datatel training for reporting. They are still in the midst of providing financial awards for students.
5. The numbers in CalWORKs have grown since the last meeting up to 42 students.
6. Preparations are being made for Transfer Day which is scheduled for October 15<sup>th</sup>.
7. A great number of courses have been submitted to the Chancellor's Office to be CSU (California State University) and IGETC (Intersegmental General Education Transfer Curriculum) certified.

Ms. Rodriguez responded to trustee questions regarding Transfer Day, the number of students in Needles, and the percentage of students who receive financial aid. Ms. Rodriguez said she didn't have the numbers on Needles yet, the majority of students (about 80%) on campus receive some sort of financial assistance, and total enrollment this fall is just under 2,500 students.

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

1. Mr. Smith said work is being done on the instructional service agreement with IEC (Industrial Emergency Council) to bring them online with Datatel. Meetings will be held this week with Datatel, IEC and Title III to resolve issues.
2. Smart Boards are being installed in four of the Needles classrooms which allows instructors transmitting from Blythe to have their notes that are being written in Blythe appear on the Smart Boards in Needles.
3. Instruction is pursuing the idea of purchasing curriculum for solar technology. Mike Rhoades, Building Trades Instructor, will be attending seminars regarding solar.

Mr. Smith responded to questions regarding online courses stating that there are some already in place and more in the process of being formulated through the Title III Committee. He noted there are CTA incentives to develop these courses.

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

None.

### **INFORMATION ITEMS**

Dr. Hottois briefly reviewed the list of Information Items. He said the Grand Opening will be rescheduled at a better time and use it as a recruiting tool. Due to budget constraints, it was confirmed that only Sam Burton will attend the CCLC conference in San Francisco and no one will attend the ACCT conference in San Francisco. Dr. Hottois did note that all Board members will be required sometime in the next year to take Ethics training (*this is mentioned in CCLC brochure*).

1. A Grand Opening celebration was being planned for PVC Needles (at Claypool Bldg.) on Friday, ~~September 25, 2009~~ - this date is canceled.
2. CCLC Convention brochure for November 18-21, 2009, at the Hyatt Regency in San Francisco (*shown loose in Board folders – need RSVP*).
3. 8/14/09 voting notification letter from ACCT (Association of Community College Trustees) at conference on October 7-10, 2009 (Hilton San Francisco Hotel) and 9/01/09 letter on upcoming activities (*loose in Board folders – need RSVPs*).
4. First Read on updates (CCLC #10-16) to Board Policies and Procedures on Chapters 2 through 7 (*shown loose in Board of Trustee folders*).

### **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)

#### **A. Instruction**

#### **Resolution 09-15 A-15 - ADVISORY COMMITTEES FOR INSTRUCTIONAL SERVICES FOR ACADEMIC YEAR 2009-2010**

BE IT RESOLVED that the Palo Verde Community College District approves Advisory Committees and members, as shown in Reference A-15, to serve for the 2009-2010 academic year, for the areas of Instructional Services.

#### **Resolution 09-15 A-16 - K-12 ENROLLMENTS - FALL 2009**

BE IT RESOLVED that K-12 students, completing approved college enrollment process, shown in Reference A-16, be approved to attend classes at Palo Verde College for Fall Semester, 2009. Administration is recommending approval subject to space availability in classes.

**CONSENT RESOLUTIONS** (continued)

**B. Business**

**Resolution 09-15 B-66 - REGISTER OF WARRANTS AND FINANCIAL REPORT FOR 8/31/09**

BE IT RESOLVED that the Register of Warrants and Financial Report for the period ending August 31, 2009, be approved.

**Resolution 09-15 B-67 - CONSULTANT AGREEMENT (RYAN)**

BE IT RESOLVED that the Palo Verde Community College District approves the Agreement for Consultant Services for Patricia Ryan of Cathedral City, California for mileage from place of business to 900 W. Hobsonway in Blythe.

**Resolution 09-15 B-68 - CONSULTANT AGREEMENT (MILLER)**

BE IT RESOLVED that the Palo Verde Community College District approves the Agreement for Consultant Services for Cheryl Miller of Covina, California to assist with year-end reporting, state reporting, and data collection for filing of Mandated Cost claims, in the amount of \$75/hour (not to exceed \$10,000 plus expenses), effective 9/16/09 to 6/30/10.

**Resolution 09-15 B-69 - CONSULTING SERVICES AGREEMENT (TCS)**

BE IT RESOLVED that the Palo Verde Community College District approves the Consulting Services Agreement with Total Compensation Systems, Inc. (TCS) of Agoura Hills, California, as shown in Reference B-69, for an actuarial study to be completed every three years (in accordance with GASB 45 requirements), in the amount of \$3,600 (plus \$1,600 for any meetings required), effective August 28, 2009.

**Resolution 09-15 B-70 - DATATEL CONTRACT (CHANGE ORDER #2)**

BE IT RESOLVED that the Palo Verde Community College District approves Change Order #2 to the existing Datatel Contract, as shown in Reference B-70, which will extend the timeline of the contract to 12/31/09 (with a 6 month renewal) and repurposes the funds allocated from project management time and materials services to business practice management fixed prices services. There is no impact to the cost of the project

**Resolution 09-15 B-71 - REVISED CONSULTANT AGREEMENT (MILLER)**

BE IT RESOLVED that the Palo Verde Community College District approved an Agreement for Consultant Services for Herman L. Miller to perform the duties of Interim Director of Title III Project from August 12, 2009, to January 15, 2010, at a Special Board meeting held on 8/11/09. See revised compensation changes to the contractor agreement, shown in Reference B-71, to note that the \$9,000 (\$6,500 compensation and \$2,500 benefits) payment is per month (*not in total as was previously listed*) and paid bi-weekly (*with funds from Title III Grant Agreement*).

**C. Personnel**

**(Academic Personnel)**

**Resolution 09-15 C-57 - PART-TIME INSTRUCTORS/COUNSELORS FOR FALL SEMESTER 2009**

BE IT RESOLVED that part-time instructors/counselors, as shown in Reference C-57, be approved for Fall Semester 2009.

**Resolution 09-15 C-58 - INTERIM DIRECTOR OF NURSING**

BE IT RESOLVED that Sharron Burgeson, who was appointed as the Interim Director of Nursing at the 7/28/09 Board meeting, officially started in this interim Classified Management position on August 3, 2009, at a salary rate of Row 1, Step 1, on Academic Salary Schedule 138, as a certificated STRS employee for 207 days or 11 months.

## **CONSENT RESOLUTIONS** (continued)

### **C. Personnel**

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

##### **Resolution 09-15 C-59 - TEMPORARY INSTRUCTIONAL AIDE FOR P.E. CENTER**

BE IT RESOLVED that Karen Sprawls be employed as a temporary Instructional Aide for the P.E. Center at a salary rate of Row 3, Step 1, on the Classified Hourly Salary Schedule, effective August 31, 2009.

##### **Resolution 09-15 C-60 - CDC SUBSTITUTE INSTRUCTIONAL AIDES**

BE IT RESOLVED that Michelle Burrola, Claudia Munoz-Jacquez, Genoveva Valdez, and Jessica Lisa be employed as substitute Instructional Aides at the Child Development Center, on an as-needed basis, at a salary rate of Row 1, Step 1, on the Child Development Hourly Salary Schedule.

##### **Resolution 09-15 C-61 - EDUCATIONAL TECHNOLOGIST (NEEDLES)**

BE IT RESOLVED that Cristen Mann be employed as Educational Technologist for the PVC Needles area, a 12 month, 40 hour per week, classified bargaining unit position, at a salary range of Class 14, Step 3, of the Classified Salary Schedule, effective October 12, 2009 (*this is a Title III five-year grant categorically funded position*).

#### **(Student Personnel)**

##### **Resolution 09-15 C-62 - PART-TIME TEMPORARY STUDENT EMPLOYEES FOR FALL SEMESTER 2009**

BE IT RESOLVED that part-time temporary student employees (aides, interpreters, tutors peer coordinator/counselors, and peer counselor/recruiters), as shown in Reference C-62, be approved for the Fall Semester of 2009.

### **D. Miscellaneous**

##### **Resolution 09-15 D-25 - OPERATING ASB CLUBS FOR 2009-10**

BE IT RESOLVED, that the following Associated Student Body (ASB) Clubs have completed the proper filing process in accordance with Board Policy and they are conducting activities in the 2009-2010 academic year: Community Service, Fast Track LVN, and Traditional LVN Clubs.

## **ACTION ITEMS**

### **B. Business**

##### **Resolution 09-15 B-72 - FINAL BUDGET FOR 2009-10 FISCAL YEAR**

Ms. Butler reviewed the Final Budget for the 2009-10 Fiscal Year providing the highlights of the report and responding to trustee questions. She noted that this is a "bare bones" budget with only a reserve of 5.5% (*we are required by the state to have a 5% reserve*). She emphasized that numbers could still change, the categorical programs have taken a huge reduction, and there may be additional reductions. There will be a need for a mid-year TRAns loan.

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 Palo Verde Community College District Final Budget for fiscal year 2009-10 be adopted (*enclosed loose in Board packages*).

**ACTION ITEMS (continued)**

**B. Business**

**Resolution 09-15 B-73 - STUDENT SUPPORT SERVICE GRANT**

Diana Rodriguez noted that this is a federal grant for Student Services Support and the dollar amount of the grant over a five-year period is 1.1 million dollars with an allocation of \$220,000/year to the PVC campus should the grant be received. The purpose of the grant is to increase graduation and transfer rates. This grant will also have the flexibility to offset some of the costs for categorical programs who are suffering major budget cuts. There was a minor discussion on these funds being used for the articulation of transfer courses to other colleges. Ms. Rodriguez stated that due to Irma Dagnino's efforts as Articulation Officer, the college has had great success in getting PVC courses articulated with other colleges with the proper components for transferability.

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 Palo Verde Community College District approve the Student Support Service grant proposal, as shown in Reference B-73, for Clarke & Associates Educational Consultants to plan and develop a USDOE SSS Program (U.S. Department of Education Student Support Services Program), in the amount of \$5,000 plus \$4,000 for each year thereafter funds are awarded for the five-year grant beginning September 1, 2009, to September 1, 2015.

**D. Miscellaneous**

**Resolution 09-15 D-26 - STUDY SESSION FOR OCTOBER 2009**

Trustees questioned Dr. Hattois as to whether the Educational Master Plan could be covered at the Special Meeting scheduled for October 6<sup>th</sup> instead of having the additional Study Session on October 13<sup>th</sup>. Dr. Hattois said he would check into this and suggested the motion be amended to reflect this flexibility.

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 a Special Meeting or Study Session for October 6 or 13, 2009, is being scheduled to present the Educational Master Plan.

**Resolution 09-15 D-27 - ACCREDITATION FOLLOW-UP REPORT**

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

BE IT RESOLVED that Palo Verde Community College District Board of Trustees hereby approves the Accreditation Follow-Up Report (*shown loose in Board folders*) to be submitted to the Accrediting Commission for Community and Junior Colleges by October 15, 2009.

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

None.

**BOARD OF TRUSTEES EVALUATION**

The Board of Trustees elected to table this item until the Special Meeting on October 6, 2009.

**CLOSED SESSION**

This item was tabled to the October 6, 2009 Special Meeting: Public Employee Performance: Evaluation of Superintendent/President and presentation of Goals for 2009-10.

**ADJOURNMENT**

It was moved by Mr. Edmond, seconded by Ms. Rodriguez, and unanimously carried, that the meeting be adjourned at 5:30 p.m.

The next Regular Meeting will be held on Tuesday, October 27, 2009, in Needles.

**Minutes approved at the October 6, 2009  
Special Meeting of the Board of Trustees**

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***Secretary to the Board***