

**PALO VERDE COMMUNITY COLLEGE DISTRICT
REGULAR MEETING
BOARD OF TRUSTEES**

One College Drive in Blythe – CL 101

(and Teleconference held at 725 West Broadway in Needles – Classroom #10)

Tuesday, September 28, 2010

4:30 p.m.

Meeting 10-12

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 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
Diana Rodriguez, Vice President of Student Services
William Smith, Vice President of Instructional Services

Recorder: Lindy Stewart, Executive Assistant

Visitors/Staff: Vicki Attaway, George Thomas, George Walters, Derek Copple and Robert Robertson.

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

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

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

1. Conference with labor negotiator, Dr. Hottois – CCA/CTA.
2. Conference with Legal Counsel: Significant Exposure to Litigation and Anticipated Litigation pursuant to Government Code sections 54956.9(b) and (c) – one case.

(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

Trustees, Dr. Hottois, Geri Butler, John Madole, representatives from California Construction Management (Tony Espinosa, Mark Butters) and District counsel (Marty Hom of Atkinson, Andelson, Loya, Ruud & Romo) adjourned to Closed Session at 4:31 p.m.

RETURN TO OPEN SESSION

Attendees returned from Closed Session at 5:30 p.m. and Dr. Hottois reported that the Board of Trustees met with legal counsel regarding significant exposure to litigation (one case) and there is nothing to report on this. There was also discussion with the labor negotiator regarding the tentative agreement with CTA with nothing to report; the agreement is on the agenda for action later this evening.

HEARING OF CITIZENS (AGENDA ITEMS)

None.

PUBLIC NOTICE/HEARING ON BUDGET

At 5:32 p.m. President Gonzales opened the Public Hearing and asked for comments on the Budget for 2010-11 (*report enclosed loose in Board folders and on file at the Library and available to the public*). There being no comments he closed the hearing at 5:33 p.m.

PUBLIC NOTICE/HEARING ON AMENDMENT OF 2010-11 CCA/CTA AGREEMENT

At 5:33 p.m. President Gonzales opened the Public Hearing and asked for comments on the Amendment of the 2010-11 agreement between the PVCCD and CCA/CTA (*copies included loose in Board folders and available to the public at the Library and President's Office.*). There being no comments he closed the hearing at 5:34 p.m.

REPORTS

Associated Student Government

Leo Martinez, ASB President, was absent but Diana Rodriguez provided comments on ASG activities in her report later in this meeting.

Academic Senate

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

1. Ms. Lilley-Edgerton said both representatives from CTA left the meeting as they both had classes to teach.
2. The Academic Senate had a very active meeting today and approved the Distance Learning Policy and Standards. This document will now go to the Technology Committee which includes multiple faculty and they will make further recommendations.
3. Ms. Lilley-Edgerton announced that on October 20th the Senate will have a visitor, Cynthia Via from San Diego, to talk about the Global Connection & Exchange Program. This involves discussions with students and faculty in Afghanistan. Cynthia will be making her presentation in CL 101 from 12 to 3:00 p.m.

CSEA

No report.

REPORTS (continued)

CCA/CTA

No report.

Superintendent/President

1. Dr. Hattois said he will be out of town next Monday and Tuesday for medical appointments. He will then be gone the following week to serve on an accreditation team visit to San Diego Miramar College.
2. Dr. Hattois said trustees have been made aware of the status of the facilities work here at the college campus.
3. Dr. Hattois said a numbers of items will be presented this evening including Distance Learning that he is very pleased with.
4. Discussions have begun on the possibility of moving to a compressed calendar. There are positives and negatives to this and Dr. Hattois cautioned trustees not to make any assumptions on the results of these discussions. He elaborated further on this topic stating that approximately 60 colleges in the state that have adopted the compressed calendar.

Geri Butler, Vice President of Administrative Services

1. Ms. Butler said Keenan & Associates will be making a presentation on October 12th to update staff on voluntary accidental death and dismemberment coverage. All staff and trustees will need to complete paperwork as they are increasing the coverage from \$100,000 to \$200,000. At that time, personnel must update the beneficiary information and other records. Paperwork will be distributed to trustees prior to this staff meeting so they can update their information.
2. One application has been received for the Associate Dean of Nursing position and advertising efforts continue.
3. Work continues on the year-end closing.
4. The auditors will be here the week of October 18, 2010.
5. Ms. Butler will be doing an accreditation visit at Mt. San Antonio Community College the week of October 25th.

Diana Rodriguez, Vice President of Student Services

1. Ms. Rodriguez said EOPS currently has 100 students that are petitioning to graduate. EOPS staff was in Needles on October 20th to meet with students and they continue communicating with students via poly com. Dr. Hattois clarified that the 100 students graduating included inmate students.
2. The CalWORKs enrollment continues to increase and Staci Lee is also working with the global connection project. Ms. Rodriguez thanked Wayne Cusick for bringing this project to the campus.
3. ASG (Associated Student Government) traveled to Needles to meet with students and have identified a student interested in being a Needles representative. They completed student I.D. cards for Needles students. There is a basketball tournament scheduled for October 16 and 17 here on campus and ASG will be participating in "Steps for the Cure" on October 23, 2010.
4. In Outreach and Events, work ensues on a Career Day which will be held on November 16, 2010. Transfer Day will be held on October 14, 2010 and work on Datatel projects continue.
5. DSPS is applying for a \$10,000 grant for "Prevention and Early Intervention" which is funded by the Riverside County Department of Mental Health.
6. Financial Aid continues to work on award letters and probation students.
7. Admissions & Records reports enrollment as of September 23rd is just over 2,600 students and they continue to work with Datatel/Colleague implementation (i.e. Image Now, Degree Audit, Workflow).

REPORTS (continued)

Diana Rodriguez, Vice President of Student Services (continued)

8. Counseling is working with probation students and the instructional faculty on addressing the SB1440 (Institutional Requirements) concerns as well as the compressed calendar issue. Work is being done on counselor evaluations, new door admissions and guarantee transfer agreement training with various colleges and universities.
9. In Transfer & Career, university representatives from National and Brandman College are making one-on-one appointments on campus with students as well as classroom presentations. Workshops have been completed for students (in partnership with EOPS) on TAG (Transfer) agreements, Transfer & Career workshops, petition to graduate workshops, and they are in the process of developing a data base to assist in identifying transfer students and where they go to continue their education.

William Smith, Vice President of Instructional Services

1. Mr. Smith said questions had been received from the community about the college's nursing accreditation. PVC was recently re-certified and our nursing accreditation is good until 2014.
2. A new job description has been worked out for Ms. Attaway and it is included in the board folders. The title changed to Associate Dean of Learning (was Associate Dean of Distance Education) and there is also a Distance Learning Organizational Chart included in board folders. There is more to Distance Learning than in the past as it now includes online, ITV, correspondence courses, etc. which may need to be identified for accreditation purposes.
3. Last Monday, the solar training certification program began in the Technology Building. This is the first of two classes with 20 students in each class.
4. George Walters attended a CIF (Community Improvement Fund) meeting in Blythe and acquired monies for 15 students to attend a truck driving course to receive a commercial driver's license.
5. Regarding the compressed calendar issue, Mr. Smith said the same amount of hours will be maintained for each class and only the 18 weeks will be compressed. Some statistics indicate the retention and performance of students is better with a compressed calendar. Dr. Hottois clarified that the 175 instructional days have to be maintained which will most like cause the creation of some Saturday classes.

Board of Trustees Comments and Discussion

Mr. Gonzales welcomed back Ms. Rodriguez from her surgery. Ms. Rodriguez said it is good to be back and she hopes to continue her rehabilitation in a good way.

INFORMATION ITEMS

President Gonzales asked if there were any questions on the Information Items. There was discussion on CalWORKs and the County program.

1. First Read of revised BP 2105, Election of Student Members *(shown loose in Board folders)*.
2. First Read of revised BP 2210, Officers *(shown loose in Board folders)*.
3. First Read of revised BP 4105, Distance Learning *(shown loose in Board folders)*.
4. First Read of revised BP 5030, Fees and Tuition *(shown loose in Board folders)*.
5. First Read of revised BP 5400, Associated Students Organization *(shown loose in Board folders)*.
6. First Read of revised BP 5420, Associated Students Finance *(shown loose in Board folders)*.
7. AP 7130, Compensation, as information only *(shown loose in Board folders)*.
8. Inland Valleys' Community College Trustee and CEO Association meeting minutes for April 30, 2010, and notification of the CCLC Annual Convention and Partner Conferences *(shown loose in Trustee folders only)*.

INFORMATION ITEMS

9. Distance Learning Organizational Chart *(shown loose in Board folders)*.
10. Riverside County Department of Public Social Services (DPSS) CalWORKs Employment Services Volunteer/Work Experience (WEX) Letter of Agreement *(shown loose in Board folders)*.
11. Out-of State travel request for Cheryl Bruno-Mofu to travel to Quartzsite and Parker Arizona, for Traditional VN clinical on August 17, 18, 24-26, 31 to September 2, September 7-9, 14-16, 21-23 and September 28-30, 2010.
12. Letter stating no election necessary from Registrar of Voters (San Bernardino and Riverside) with list of qualified candidates *(shown loose in Board folders)*.
13. Letter from Board of Vocational Nursing & Psychiatric Technicians for Certificate of Accreditation from June 28, 2010, to June 27, 2014 *(shown loose in Board folders)*.
14. September 3, 2010, letter from ACCT regarding the Annual Community College Leadership Congress, October 20-23, at the Sheraton Centre Toronto Hotel *(shown loose in Trustee folders only)*.

CONSENT RESOLUTIONS

There was clarification given on the K-12 enrollments, curriculum, the consultant agreement for ESL classes, change orders, increase of 20 students at the Child Development Center, and transfer of classified personnel from Spring Street to Instructional Services.

It was moved Mr. Arneson, seconded by Mr. Edmond, and unanimously carried, that the Consent Resolutions be approved as submitted. (Student Advisory Vote: None)

A. Instruction

Resolution 10-12 A-20 - ADVISORY COMMITTEES FOR ACADEMIC YEAR 2010-2011

BE IT RESOLVED that the Palo Verde Community College District approves Advisory Committees and members, as shown in Reference A-20, to serve for the 2010-2011 academic year, for the areas of Instructional Services, Student Services, and SBEDC.

Resolution 10-12 A-21 - K-12 ENROLLMENTS – FALL 2010

BE IT RESOLVED that K-12 students, completing approved college enrollment process, shown in Reference A-21, be approved to attend classes at Palo Verde College for Fall Semester, 2010. Administration is recommending approval subject to space availability in classes.

Resolution 10-12 A-22 - CURRICULUM APPROVED AT SEPTEMBER MEETING

BE IT RESOLVED that the actions of the Curriculum Committee at meeting held on September 9, 2010 (new and revised courses in various curriculum areas), as shown in Reference A-22, be adopted.

B. Business

Resolution 10-12 B-79 - REGISTER OF WARRANTS AND FINANCIAL REPORT FOR AUGUST 2010

BE IT RESOLVED that the Register of Warrants and Financial Report for the period ending August 31, 2010, be approved.

Resolution 10-12 B-80 - STUDENT SUPPORT SERVICES PROGRAM (042A) GRANT

BE IT RESOLVED that the Palo Verde Community College District approves the Student Services Program (042A) Grant in the amount of \$219,997 per year for the period 09/01/2010 through 08/31/2011. It is anticipated that the grant will be for a total of 5 years.

CONSENT RESOLUTIONS

B. Business

Resolution 10-12 B-81 - CONSULTANT AGREEMENT (PEREZ)

BE IT RESOLVED that the Palo Verde Community College District approves an Agreement for Consultant Services for Liana Perez, of Blythe CA, to provide instructional services for the Pre-CNA Vocational ESL Class, from the period of October through November 4, 2010, to participate in orientation on September 30, 2010, CPR for Health Care Worker class on November 8, 2010, and staff meeting the third week of November, 2010, at \$51.78 per hour (not to exceed \$2,485.44 or 48 hours).

Resolution 10-12 B-82 - CONSULTANT AGREEMENT (OCHENREIDER)

BE IT RESOLVED that the Palo Verde Community College District approves an Agreement for Consultant Services for David E. Ochenreider (DEO Enterprises) of Helendale, CA, to provide training services on the Solar Power Generation and deliver to the District an electronic copy of generated student training materials, from the period of October 25 through October 28, 2010, five hours per day, in an amount not to exceed \$3,675.50.

Resolution 10-12 B-83 - CONSULTANT AGREEMENT (IRONWOOD PRISON)

BE IT RESOLVED that the Palo Verde Community College District approves the Agreement for Consultant Services for Michael J. Halloran of Blythe, CA, to provide academic advising services, proctoring, etc. for inmate instruction at Ironwood State Prison, for the academic year 2010-2011, for approximately 175 hours per semester @ \$27.00 per hour (\$4,725/fiscal year).

Resolution 10-12 B-84 - CONSULTANT AGREEMENT (BOOTH)

BE IT RESOLVED that the Palo Verde Community College District approves the Agreement for Consultant Services for Thomas Booth of Needles, CA, to provide courier service between Blythe and the Needles Center for Palo Verde College, from the period of September 1, 2010, through June 30, 2011, approximately two to three trips per week @ \$30.00 per trip to be paid biweekly.

Resolution 10-12 B-85 - CHANGE ORDERS FOR PHASE IV

BE IT RESOLVED that the PVCCD Board of Trustees ratifies the Superintendent/President's authorization of the following change orders for Phase IV (Fine & Performing Arts Complex) as listed below and shown in Reference B-85.

Change Order #13 (\$857.00)

Change Order #14 \$9,479.14

Resolution 10-12 B-86 - CDC ANNUAL AGREEMENT (AMENDMENT 1)

BE IT RESOLVED that the Palo Verde Community College District approves Amendment 01 to the annual contract (#CSPP-0391) for the Child Development Center and adopts appropriate resolution with the California State Department of Education for the purpose of adding 12 full-time child time slots and increasing the contract amount for the fiscal year 2010-2011, from \$274,942 to \$376,432 (*up \$101,490*).

Resolution 10-12 B-87 - STATE RESOLUTION FOR TEMPORARY LOANS

BE IT RESOLVED that the Palo Verde Community College District adopts Resolution #B-87, as shown in Reference B-87, for "Temporary loans - Potential Cash Shortage Arising from the State Apportionment Deferrals" (*a similar resolution was previously passed by PVC but the State has requested this specific resolution*).

CONSENT RESOLUTIONS (continued)

C. Personnel

(Academic Personnel)

Resolution 10-12 C-40 - PART-TIME INSTRUCTORS/COUNSELORS FOR FALL SEMESTER 2010

BE IT RESOLVED that part-time instructors/counselors, as shown in Reference C-40, be approved for Fall Semester 2010.

Resolution 10-12 C-41 - ASSOCIATE DEAN OF NURSING REVISED JOB DESCRIPTION

BE IT RESOLVED, that the job description for the Associate Dean of Nursing be revised as shown in Reference C-41, with minimum qualifications changed to coincide with the Board of Nursing requirements.

Resolution 10-12 C-42 - ASSOCIATE DEAN OF DISTANCE EDUCATION TITLE AND JOB DESCRIPTION CHANGE

BE IT RESOLVED, that the title and job description for the Associate Dean of Distance Education be changed to the title of Associate Dean of Distance Learning with job duties as

(Classified Personnel)

Resolution 10-12 C-43 - TRANSFER OF CLASSIFIED EMPLOYEE FROM SPRING STREET TO INSTRUCTIONAL SERVICES

BE IT RESOLVED, that Palo Verde Community College District approves the transfer of Teresa Gomez, Spring Street Clerk at the Spring Street campus, to Instructional Services Clerk at the main campus, per job description attached, on the Classified Salary Schedule of Row 3, Step 6, effective September 29, 2010.

(Volunteer Personnel)

Resolution 10-12 C-44 - VOLUNTEER FOR SUPERINTENDENT/PRESIDENT'S OFFICE

BE IT RESOLVED, that Adriene Legnon be approved as a volunteer for the Superintendent/President's office effective September 29, 2010, until a time to be determined in the future.

(Student Personnel)

Resolution 10-12 C-45 - PART-TIME TEMPORARY STUDENT EMPLOYEES FOR FALL SEMESTER 2010

BE IT RESOLVED that part-time temporary student employees (aides, interpreters, tutors peer coordinator/counselors, and peer counselor/recruiters), as shown in Reference C-45, be approved for the Fall Semester of 2010.

D. Miscellaneous

Resolution 10-12 D-18 - NAME CHANGE FROM ASSOCIATED STUDENT BODY (ASB) TO ASSOCIATED STUDENT GOVERNMENT.

BE IT RESOLVED, that the Associated Student Body name be changed to (ASG) Associated Student Government *(the ASG meeting minutes, Constitution and Bylaws have been revised to note this change and are on file in the Superintendent/President's office).*

Resolution 10-12 D-19 - OPERATING ASG CLUBS FOR 2010-2011

BE IT RESOLVED, that the following Associated Student Government (ASG) clubs have completed the proper filing process in accordance with Board Policy and they are conducting activities in the 2010-2011 academic year: Active Minds and VN Traditional.

ACTION ITEMS

B. Business

Resolution 10-12 B-88 - FINAL BUDGET FOR 2010-11 FISCAL YEAR

Mr. Butler said that this budget will be revised once the state finalizes the budget but you are required to have a budget in place in order to close the old year, open the new year, and do the necessary state reporting. Once she receives the updated budget information she will bring this information back to the Board. She then reviewed the highlights of the budget and responded to trustee questions.

It was moved by Mr. Gonzales, seconded by Mr. Lewis, 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 2010-11 be adopted (*enclosed loose in Board packages*).

C. Personnel

(Academic Personnel)

Resolution 10-12 C-46 - AMENDMENT OF CCA/CTA 2010-11 AGREEMENT

It was moved by Mr. Lewis, 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 approves the Amendment of the 2010-11 agreement between CCA/CTA and the District (*shown loose in Board folders*), dated September 10, 2010, which will extend the agreement to June 30, 2012.

D. Miscellaneous

Resolution 10-12 D-20 - OCTOBER STUDY SESSION CANCELED

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

BE IT RESOLVED that the Study Session scheduled for October 12, 2010, be canceled.

HEARING OF CITIZENS (NON-AGENDA ITEMS)

None.

ADJOURNMENT

It was moved by Mr. Edmond, seconded by Mr. Lewis, and unanimously carried, that the meeting be adjourned at 6:15 p.m.

The next Regular Meeting will be held on Tuesday, October 26, 2010, in Needles.

**Minutes approved at the October 26, 2010
Regular Meeting of the Board of Trustees**

Secretary to the Board