

**PALO VERDE COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING**  
**BOARD OF TRUSTEES**  
**One College Drive - PVC**  
**Assembly Room (CL 101) - Classroom/Lab Building**  
*(and Teleconference held at 725 West Broadway in Needles – Classroom #10)*  
**Tuesday, November 16, 2010**  
**4:30 p.m.**

**Meeting 10-14**

**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  
Sam Burton, Trustee  
Lincoln Edmond, Trustee  
Debbie Schuster, Trustee

Absent: Ted Arneson, Trustee  
Leo Martinez, Student Trustee

Administrators Present: James Hottos, Superintendent/President  
Diana Rodriguez, Vice President of Student Services  
William Smith, Vice President of Instructional Services

Recorder: Denise Hunt, Administrative Assistant

Visitors/Staff: Brian Thieboux, George Thomas, George Walters, Dennese Lilley-Edgerton, and Vicki Attaway

It was moved by Ms. Schuster, seconded by Mr. Burton, and unanimously carried, that the Minutes of the Regular Meeting of October 26, 2010, be approved.

It was moved by Mr. Burton, seconded by Mr. Lewis, and unanimously carried, that the Agenda for this meeting be approved as amended to delete item 1. ITEMS FOR DISCUSSION IN CLOSED SESSION (this item was a carryover from last month's agenda).

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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.)

## **FOLLOW-UP ACCREDITATION REPORT TO THE ACCJC**

**This item was moved to the beginning of the meeting.**

Brian Thieboux, Accreditation Liaison Officer reviewed and answered questions regarding the Accreditation Report. It was moved by Mr. Lewis, seconded by Mr. Burton, and unanimously carried, that the Accreditation Report be approved.

BE IT RESOLVED that the PVCCD approves the Accreditation Report (shown loose in Board folders).

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

1. ~~Conference with Labor Negotiator, Dr. Hottois – Classified Management/Confidential.~~  
Dr. Hottois informed the trustees that this item was a carryover from last month's agenda.
2. Public Employee Discipline/Dismissal/Release.  
Resolution 10-14 C-56.

## **ADJOURN TO CLOSED SESSION**

Trustees and Dr. Hottois, adjourned to Closed Session at 4:39 p.m.

## **RETURN TO OPEN SESSION**

Attendees returned from Closed Session at 4:50 p.m. with nothing to report on Resolution 10-14 C-56.

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

None.

## **REPORTS**

### **Associated Student Government**

Not present for this meeting.

### **Academic Senate**

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

1. That the Academic Senate meeting ended at 4:00 p.m. today and the Senate Bylaw revisions were passed today with one amendment.
2. That Ms. Hortensia Rivera is keeping the faculty updated on SB 1440.
3. That Ms. Vicki Attaway has agreed to speak at the next Academic Senate meeting on Distance Learning issues.

### **CSEA**

Not present for this meeting.

### **CCA/CTA**

Not present for this meeting.

### **Superintendent/President**

1. Dr. Hattois informed the trustees that the college will be closed to the public beginning December 20, 2010 and will reopen on January 3, 2011.
2. Of the need for temporary position in the Superintendent/President's office.
3. Of the handout provided to them regarding the Report of the League's Commission on the Future and the League Report on Fiscal Outlook.
4. Of the Clearance forms for Board members to complete for activities at local prisons (shown loose in Board folders).
5. Of the special graduation at Chuckawalla Valley State Prison.

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

1. Ms. Butler informed the trustees that the auditors are expected to report to the Board in January 2011.
2. That Ms. Lindbergh will be covering for Ms. Currier until January 2011.
3. Memo from Mr. Erik Skinner at the Chancellor's Office regarding Budget update-California's Fiscal Outlook Proposition 98 Briefing.
4. That preparation is being made for deferrals. Deferrals will be made from January through June, and may bring another trans loan to the board in the future.
5. Of the Christmas Luncheon to be held on December 10, 2010 at noon.
6. She, Ms. Mitchell and Ms. Garcia will have a training session with Keenan and Associates tomorrow on a Benefit Bridge Webinar.

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

1. Ms. Rodriguez informed the trustees of the Outreach and activities. Career Day was held today with approximately 300 students in attendance. The Blythe Area Chamber of Commerce/PVC Foundation Seating Sponsorship held on November 10, 2010, and the Chuckawalla Valley State Prison graduation that was held on Wednesday, November 3, 2010.
2. That Mr. La Vigne and Ms. Naranjo-Hamblen attended a CAPED conference.
3. That Admissions and Records continues to work on Datatel projects, policy updates, preparing for the Spring 2011 term.
4. That the Financial Aid department has advertised several scholarships (2010-2011 awards), the department continues to work on Datatel projects, and CalPASS reports.
5. That the Associate Student Government is currently working on a Food Drive and they are planning on entering the Christmas Parade.
6. That CalWORKs will be hosting "Gifts for the Holidays" on December 10, 2010, in the late afternoon.

7. That the Transfer Center is working very closely with students that are applying to both CSU and UC systems. There have been two students approved for TAG (transfer agreement) and approved to multiple UC systems.
8. Workshops are ongoing for transfer and EOPS for transfer applications.
9. EOPS is continuing to make contact with students and getting ready for priority registration at all sites.

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

1. Mr. Smith informed the trustees that the Spring schedule was complete.
2. Faculty evaluations will be completed this week.
3. Tomorrow Mr. Smith and Mr. Walters will meet with the Riverside County Sherriff's Department regarding a correctional training academy at the college.
4. Update on solar training and classes with College of the Desert.
5. Ms. Attaway has been working with representatives from Cerritos College for rSmart and Sakai (Title III) learning systems.
6. Mr. Walters gave an update on the Truck Driving courses and thanked Rhonda Entwistle, Site Supervisor, Noncredit Programs Spring Street campus for all the work she has done for this course.
7. Mr. Walters gave an update on the VESL CNA (Vocational ESL-Certified Nursing Assistant) program. Mr. Smith added that we've been trying to create a VESL program for a number of years.

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

1. Ms. Schuster informed the attendees that this was her last meeting and thanked the Board of Trustees, Dr. Hottois, staff, faculty and others for the opportunity of working with them and stressed her appreciation of this college.
2. Mr. Burton informed the attendees of the ASG Basketball Tournament (he refereed) and thanked ASG.
3. Mr. Lewis informed the attendees of the Needles Christmas Parade and the Needles Center would be open with activities going on.
4. Mr. Edmond congratulated Mr. Burton for winning the election to the Palo Verde Health Care District Board and informed Ms. Schuster that she will be missed.
5. Ms. M. Rodriguez wished Ms. Schuster best wishes in her new endeavors and wished Mr. Burton good luck.
6. Mr. Gonzales thanked Ms. M. Rodriguez for covering the last board meeting and may have a PVC Foundation event on December 4, 2010, during the Needles Christmas parade.

Mr. Gonzales presented Ms. Schuster with a token of appreciation and memorabilia from the college and the board of trustees.

7. Dr. Hottois informed and updated the trustees on the Westwind Mechanical Agreement.

**INFORMATION ITEMS**

President Gonzales asked if there was any discussion regarding the information items, there was no discussion.

1. Out-of-state travel request for Mickey Miranda-Copple to travel to Parker, Arizona, on November 3-4 and 17-18, 2010, for the Fast Track nursing clinical at La Paz Regional Hospital.
2. Clearance forms for Board members to complete for activities at local prisons (*shown loose in Board folders.*)

**CONSENT RESOLUTIONS**

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

Dr. Hottois informed the trustees that work will be done on a clinical nursing agreement with Palo Verde Hospital.

**A. Instruction**

**Resolution 10-14 A-25 - ADVISORY COMMITTEES FOR ACADEMIC YEAR 2010-2011**

BE IT RESOLVED that the Palo Verde Community College District approves Advisory Committee and members, as shown in Reference A-25, to serve for the 2010-2011 academic year, for the area of Administrative Services (EEO Advisory Committee).

**B. Business**

**Resolution 10-14 B-96 - REGISTER OF WARRANTS AND FINANCIAL REPORT FOR 10/31/10**

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

**Resolution 10-14 B-97 - RENEW CLINICAL NURSING AGREEMENTS FOR 2011**

BE IT RESOLVED that the clinical agreements between Palo Verde Community College District (for the nursing programs) and the following agencies be automatically renewed for an additional one-year period beginning on January 1, 2011, to December 31, 2011.

American Medical Response	Palm Springs, California ( <i>2 year agreement</i> )
Baker Emergency Medical Services	Needles, California
Blythe Ambulance Service	Blythe, California
Blythe Family Health Clinic	Blythe, California
Blythe Nursing Care Center	Blythe, California
Colorado River Medical Center	Needles, California ( <i>amend date of services</i> )
Desert Critical Care Transport, Inc.	Blythe, California
Don Kuykendall Child Development Center	Blythe, California
Dr. David Brooks	Blythe, California
La Paz Regional Hospital	Parker, Arizona
Phoenix Area Indian Health Service	Phoenix, Arizona ( <i>continuous agreement</i> )
Sheltering Wings Corporation	Blythe, California

## **CONSENT RESOLUTIONS (continued)**

### **Resolution 10-14 B-98 - RENEW CLINICAL PHLEBOTOMY AGREEMENT FOR 2011**

BE IT RESOLVED that the clinical phlebotomy agreement between PVCCD and Palo Verde Health Care District be renewed for an additional one-year period beginning on January 1, 2011, to December 31, 2011.

### **Resolution 10-14 B-99 - CONSULTANT AGREEMENT (BETTINO)**

BE IT RESOLVED that the Palo Verde Community College District approves the Agreement for Consultant Services for M.L. Bettino, of Cerritos Community College in Cerritos, California, to provide assessment services of the rSmart/Sakai Learning Management System and assist faculty and staff in the amount of \$500 (*which includes travel expense*) on November 5, 2010.

## **B. Business**

### **Resolution 10-14 B-100 - CONSULTANT AGREEMENT (RAMIREZ)**

BE IT RESOLVED that the Palo Verde Community College District approves the Agreement for Consultant Services for Sarah Ramirez, of Cerritos Community College in Cerritos, California, to provide assessment services of the rSmart/Sakai Learning Management System and assist faculty and staff in the amount of \$500 (*which includes travel expense*) on November 5, 2010.

### **Resolution 10-14 B-101 - ADDENDUM TO EMCOR SERVICE AGREEMENT**

BE IT RESOLVED that the Palo Verde Community College District approves the Addendum to the Emcor Service Agreement, as shown in Reference B-101, to increase the existing contract annual cost of \$61,100 to \$64,100 (an increase of \$3,000 annually and will be billed quarterly), which will include all buildings and the new chiller plant.

### **Resolution 10-14 B-102 - CONSULTANT AGREEMENT (RHOADES)**

BE IT RESOLVED that the Palo Verde Community College District approves the Agreement for Consultant Services for Michael Rhoades, of Blythe, California, to provide training services for a minimum of 20 students on the subject of Utility Scale Solar Energy Course per contract with College of the Desert, at a rate of \$900 per student, not to exceed \$18,000 for the period of September 20, 2010, to November 5, 2010.

## **C. Personnel**

### **(Confidential/Classified Management Personnel)**

### **Resolution 10-14 C-52 - OVERTIME FOR EXTRA DUTIES (HOLMES)**

BE IT RESOLVED that the Palo Verde Community College District approves payment of overtime for extra duties to Lisa Holmes for her work on the Board Policies and Procedures at a rate of \$46.64/hour for 31 hours totaling \$1,445.84 for the period of December 1, 2009, to November 30, 2010.

BE IT FURTHER RESOLVED that for work done on the Board Policies and Procedures from this date on, Ms. Holmes will submit a monthly time card based upon the amount of hours worked and be paid time and a half based on her regular college pay.

### **Resolution 10-14 C-53 - TEMPORARY PERSONNEL FOR SUPT./PRESIDENT'S OFFICE**

BE IT RESOLVED that temporary personnel be hired to assist in the Supt./President's Office at a salary rate to be determined and effective as soon as can be arranged.

**(Student Personnel)**

**Resolution 10-14 C-54 - 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-54, be approved for the Fall Semester 2010.

**D. Miscellaneous**

**Resolution 10-14 D-29 - OPERATING ASG CLUB FOR 2010-11**

BE IT RESOLVED, that the following Associated Student Government (ASG) Club has completed the proper filing process in accordance with Board Policy and they are conducting activities in the 2010-2011 academic year: the PVC Colorado River Astronomy Club.

**ACTION ITEMS**

**B. Business**

**Resolution 10-14 B-103 - PROPOSAL FOR FIRE ALARM TESTING & MONITORING**

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 Palo Verde Community College District approves the one year proposal from Apple Valley Communications of Apple Valley, California, as shown in Reference B-103, to inspect and test the fire alarm system in all 5 buildings as well as train the maintenance staff, in the amount of \$7,000/year and for adding 1 Sync Module to the signal circuits in the Administration Building for \$1,529 effective November 16, 2010 (*this service was formerly performed by Electronic Control Systems at \$7,220/year*).

**C. Personnel**

**Resolution 10-14 C-55 - EMPLOYMENT OF ASSOCIATE DEAN OF NURSING**

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

BE IT RESOLVED, that \_\_\_\_\_ be employed as the Associate Dean of Nursing, a full time, 12 month academic administrator position reporting to the V.P. of Instructional Services, at a salary level on the Academic Salary Schedule of \_\_\_\_\_ effective \_\_\_\_\_.

**D. Miscellaneous**

**Resolution 10-14 D-30 - BOARD REGULAR/ANNUAL ORGANIZATIONAL MEETING**

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

BE IT RESOLVED that the Regular/Annual Organizational Meeting for election of officers be held on Tuesday, December 14, 2010, in Blythe, in compliance with time frames set by Riverside County Office of Education, shown in Reference D-30.

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

None.

**ADJOURNMENT**

It was moved by Ms. Schuster, seconded by Mr. Burton, and unanimously carried, that the meeting be adjourned at 5:25 p.m.

The next Regular/Organizational Meeting will be held on Tuesday, December 14, 2010, in Blythe.

**Minutes approved at the December 14, 2010  
Regular Meeting of the Board of Trustees**

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***Secretary to the Board***