

PALO VERDE COMMUNITY COLLEGE DISTRICT
REGULAR MEETING
BOARD OF TRUSTEES
Assembly Room (CL 101) - Classroom/Lab Building
Tuesday, November 17, 2009
4:30 p.m.

Meeting 09-18

MINUTES

OPENING OF MEETING

The Regular Meeting of the Board of Trustees was called to order by the President of the Board, Debbie Schuster, at 4:30 p.m.

The salute to the American Flag was led by Ted Arneson, Trustee.

Present: Debbie Schuster, President
 Ed Gonzales, Vice President *(arrival at 4:32 p.m.)*
 Millie Rodriguez, Clerk of the Board
 Ted Arneson, Trustee
 Sam Burton, Trustee
 Lincoln Edmond, Trustee
 Jerry Lewis, Trustee *(arrival at 4:33 p.m.)*
 Tara Perkins, Student Trustee

Administrators Present: James Hottois, Superintendent/President
 Geri Butler, Vice President of Administrative Services
 Diana Rodriguez, Vice President of Student Services *(in Blythe)*
 William Smith, Vice President of Instructional Services

Recorder: Lindy Stewart, Executive Assistant

Visitors/Staff: Dennese Lilley Edgerton, George Thomas, and Richard Castillo.

Dr. Hottois requested that Dr. George Thomas, President of the Rotary Club, be allowed to make a presentation. Dr. Thomas made the presentation of the Paul Harris Fellow Award to Ms. Butler after giving a brief history of this award and the Rotary Club.

It was moved by Mr. Burton, seconded by Mr. Edmond, and unanimously carried, that the Minutes of the Regular Meeting of October 27, 2009, be approved.

Dr. Hottois requested that Resolution B-81, Renewal of Clinical Nursing Agreements, on page 2 be amended to include Desert Critical Care Transport, Inc. as one of the clinical nursing agreements.

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

(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

(AT BEGINNING OF MEETING)

Conference with Legal Counsel: Significant Exposure to Litigation and Anticipated Litigation pursuant to Government Code sections 54956.9(b) and (c).

ADJOURN TO CLOSED SESSION

Dr. Hattois requested that the meeting continue for an additional 15 minutes prior to going into Closed Session to give the attorney time to get to his office for a conference call. The reports were given for all areas except the Board of Trustees prior to going into Closed Session

The Trustees, Superintendent/President, Vice President of Administrative Services, and Vice President of Instructional Services, adjourned to Closed Session at 4:51 p.m. for the Conference with Legal Counsel

RETURN TO OPEN SESSION

Attendees of Closed Session returned to Open Session at 5:17 p.m. The Superintendent/President announced that the Board met in Closed Session on an issue that involves significant exposure to litigation. They discussed this matter with the District attorney and took no action.

HEARING OF CITIZENS (AGENDA ITEMS)

There were no requests for citizens to speak.

REPORTS

Associated Student Body

Tara Perkins, Student Trustee provided the ASB report.

1. ASB just completed "Steps for the Cure" activity on Saturday. They raised \$60 and ASB donated \$100 from their fund for the cancer research center.
2. ASB is currently working on their Christmas float.
3. Two 50/50 drawings are being held by ASB: one by the Soccer Club with a drawing on November 19th and the Traditional Nursing Club will hold their 50/50 drawing on December 1, 2010.
4. Ms. Perkins thanked everyone who assisted with ASB's "Lockdown" on October 29th stating that this was a big success.
5. ASB conducted a tour of the college with the Ruth Brown first graders a few weeks ago and they have another one scheduled for December 4th with the Middle School Avid class. She thanked Diana Rodriguez and Dr. Hattois for attending the ASB meeting today.

Academic Senate

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

1. At their Academic Senate meeting today Biju Raman, Math/Chemistry Instructor, discussed mini-semesters. In 2010 the math division will be experimenting with a six-week Math 80 and 12 week Math 82 course which will allow students to complete two basic skills courses in one semester. Mr. Ramon will track this program and report back to the Senate.
2. Discussions have been held with Irma Dagnino and George Walters regarding Credit by Examination. They would like to remove the 12 unit requirement prior to testing from the policy in connection with the Tech Prep students in the path-way program. The Academic Senate unanimously approved this decision.
3. The Academic Senate website now includes all archived minutes, agendas, and resolutions that were found. Any state level items are also posted to the website.

CSEA

No report.

CCA/CTA

Victor Hernandez, President, provided the report for CTA.

1. Mr. Hernandez said CTA just completed their meeting which was very informative and they are currently holding a social event.
2. CTA is working on grants and having their members attend conferences and workshops.
3. CTA is opening channels of communications with CCA and CTA.

Superintendent/President

1. Dr. Hattois noted that the Cancer Walk Ms. Perkins previously mentioned raised about \$36,000. He commended Denise Taylor from the Bookstore and Mr. Arneson for their involvement in this event.
2. In connection with the solar project, Dr. Hattois said that it is believed that about \$11,000 was saved in our electric costs last month due to use of the solar energy. They will be monitoring this for a year but once the Fine & Performing Arts Complex comes on line it will use a lot of this energy.
3. The Fine & Performing Arts Complex construction is on schedule in some areas and behind schedule in others.
4. The Colorado River Astronomy Club held a star-gazing activity last weekend in Midland with about 50 people attending.
5. Mr. Arneson and Dr. Hattois will be attending the California Community College League (CCLC) conference on November 19-21, 2009.
6. Trustee Lewis picked Dr. Hattois up at the Needles airport this past Saturday to attend the Renaissance Fair in Needles. They had a great time.

Geri Butler, Vice President of Administrative Services

1. Ms. Butler said the college had a team at the "Steps for the Cure" event this past Saturday. Staff from the college raised close to \$1,500 for this event. She thanked Mr. Smith and his nursing staff for providing the first aid nursing station.
2. Ms. Butler noted the e-mail Dr. Hattois sent trustees from Eric Skinner (Chancellor's Office) for 2009-10 stating that the fiscal year will be in the "red" with an annual shortfall of \$4.4 billion dollars. For 2010-11 they are looking at a deficit of approximately seven billion dollars. Ms. Butler said they will work with more information as they get it.
3. The auditors were here the first week in November and work continues to finalize the audit which will be presented to the Board in January or February. So far things look good.
4. Keenan & Associates will be on campus Thursday, November 19th to provide an insurance update to staff following Career Day beginning at 1:30 p.m.
5. Maintenance & Operations are in the process of seeding rye grass throughout the campus and finishing the retaining wall near the Southern California Edison transformer. To date, there are no outstanding issues with construction of Phase IV (Fine & Performing Arts Complex) and it is pretty much on schedule.
6. Ms. Butler attended an accreditation follow-up for Feather River College in Quincy, California last Monday.
7. Ms. Butler reminded all about the Christmas party to be held December 11th and encouraged all to turn in their reservations (to Cecy or Denise).

Diana Rodriguez, Vice President of Student Services

1. Ms. Rodriguez said in using the Datatel Colleague System DSPS was able to identify 40 additional students that can utilize their services.
2. CalWORKS numbers are now at 50 students (the most in the past six years) participating in this program. They just completed their monthly program entitled "Self Esteem" and she thanked Steve La Vigne for presenting at this workshop.
3. Career Day will be held November 19th and she noted trustees were given programs.
4. Financial Aid is still processing awards.
5. Counseling is finishing their peer counselor evaluations for the faculty evaluation process, completing Program Review, and doing classroom presentations on transfer related issues and careers.
6. EOPS just completed a series of three workshops from the main campus and Needles campus using the polycom system which she understands has been very successful. They will also be using the polycom system on December 4th to assist with the new online registration process.
7. Admissions & Records have been very busy with Datatel and Colleague conversions. They are still working on transcript evaluations with the new designs that are available. They continue to bring in applications through CCC Apply each day.
8. Ms. Rodriguez distributed a flyer in conjunction with the CSUSB (California State University, San Bernardino) Palm Desert campus showing how PVC lines up with their courses in obtaining a Bachelor's Degree. These were just received in the mail today and Ms. Rodriguez said she feels they will be very helpful to students. Ms. Rodriguez noted her appreciation for the Individuals at the Palm Desert campus who provided these brochures at no cost to PVC.

William Smith, Vice President of Instructional Services

1. Mr. Smith said his office just completed the Spring Schedule, it is printed and has been distributed.
2. The Instruction office is working on faculty evaluations which should be completed by the end of this month.
3. Mr. Smith said as a result of his visit to Washington D.C. at the beginning of the month, he has set up a seminar with the U.S. Department of Agriculture, the City of Blythe and Chamber of Commerce for December 2nd between 6 to 8 p.m. to discuss grants and loans that may be available through the USDA. CIF (Community Improvement Fund) will be hosting this event which will be held at the PVC campus

Board of Trustees Comments and Discussion

1. Mr. Arneson said the brochures for Career Day look excellent and commended the individuals who put this together.
2. Mr. Arneson thanked all those including college personnel who participated in the "Steps for the Cure" cancer walk on Saturday. He noted that all those funds raised stay in the local community to help the people of Blythe and the Palo Verde Valley.
3. Mr. Burton congratulated Ms. Schuster on her recent wedding and ASB for doing a good job on their activities.
4. Mr. Lewis said it appears the accreditation report came through good and congratulated the administration for these efforts.
5. Mr. Lewis thanked Dr. Hottois on behalf of the community college for the concern in the sad loss of Mr. Lewis' son-in-law.

INFORMATION ITEMS

President Schuster briefly reviewed the list of Information Items.

1. MOU (Memorandum of Understanding) with College of the Desert, Imperial Valley College and Palo Verde College to establish a collaborative relationship between the three colleges in developing programs to serve a growing renewable energy industry in the East Riverside and Central Imperial County region *(see MOU loose in board folders)*.
2. Academic Senate Resolution for "Direct Implementation of Course Prerequisites for Basic Skills Student Success" approved on 10/27/09.
3. Career Day will be held on Thursday, November 19, 2009 *(programs loose in Trustee folders)*.

CONSENT RESOLUTIONS

Dr. Hottos noted the contract with Palo Verde Hospital under Consent Items. He said the nursing students will not be returning to the hospital for clinical training at this time but hopefully sometime in the future. This contract leaves the door open for this to happen and more importantly in the short run makes it possible for our phlebotomy students to do their practical work in the lab at Palo Verde Hospital.

A blanket motion was made by Mr. Edmond, seconded by Mr. Burton, and unanimously carried, that the Consent Resolutions be approved as submitted. (Student Advisory Vote: Yes)

B. Business

Resolution 09-18 B-79 - REGISTER OF WARRANTS AND FINANCIAL REPORT FOR 10/31/09

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

Resolution 09-18 B-80 - QUARTERLY FINANCIAL STATUS REPORT

BE IT RESOLVED that the revised Quarterly Financial Status Report (CCFS-311Q), for quarter ended September 30, 2009, as prepared by Administrative Services and shown in Reference B-80, is accepted as submitted to the Chancellor's Office.

Resolution 09-18 B-81 - RENEW CLINICAL NURSING AGREEMENTS FOR 2010

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, 2010, to December 31, 2010.

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
Dr. David Brooks	Blythe, California
Desert Critical Care Transport, Inc.	Blythe, California
Don Kuykendall Child Development Center	Blythe, California
La Paz Regional Hospital	Parker, Arizona
Palo Verde Hospital	Blythe, California
Phoenix Area Indian Health Service	Phoenix, Arizona <i>(continuous agreement)</i>
Sheltering Wings Corporation	Blythe, California

Resolution 09-18 B-82 - CONSULTANT AGREEMENT (HOLMES)

BE IT RESOLVED that the Palo Verde Community College District approves the extension of the Agreement for Consultant Services for Lisa A. Holmes, to continue updates to the Board Policies and Procedures for PVC, in the amount of \$30/hour (not to exceed \$4,500), for the period of December 1, 2009, through November 30, 2010.

CONSENT RESOLUTIONS (continued)

C. Personnel

(Volunteer Personnel)

Resolution 09-18 C-70 - VOLUNTEER FOR NEEDLES CENTER

BE IT RESOLVED, that Marian Kaplan be approved as a volunteer for the Needles Center, effective November 18, 2009, until a time to be determined in the future.

(Student Personnel)

**Resolution 09-18 C-71 - 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-71, be approved for the Fall Semester 2009.

D. Miscellaneous

Resolution 09-18 D-33 - 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: the M.E.CH.A (Movimiento Estudiantil Chicano de Aztlan) Club and Colorado River Astronomy Club *(corrected title from 10/27/09 board approval)*.

ACTION ITEMS

B. Business

**Resolution 09-18 B-83 - CONTINUATION OF CONTRACT WITH THE STERLING
GROUP FOR CCCAPPLY APPLICATION MAPPING PROJECT**

Dr. Hottois requested that Rob Thies from Datatel speak to this issue. Mr. Thies explained why continuation of this contract is important in connection with CCCApply (the standard California community college website being used by educational institutions in the state). He recommended that the IT (Information Technology) people at PVC have this support in place to assist in modifications that need to be done over the next few semesters. He said the major setup work has been done but minor modifications are still being made to adapt the system for PVC student use.

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

BE IT RESOLVED that the Board of Trustees of Palo Verde Community College District approves the continuation of the contract, as shown in Reference B-83, with The Sterling Group and contractor Michael Aquino, for consulting services to complete the CCCApply Application Mapping project and other miscellaneous consulting needs for the Admissions & Records office, at a cost of no more than \$5,000, for the period of November 4, 2009, to December 31, 2010.

ACTION ITEMS (continued)

C. Personnel

(Academic Personnel)

Resolution 09-18 C-72 - EMPLOYMENT OF COOPERATIVE WORK EXPERIENCE COORDINATOR/VOCATIONAL CAREER SPECIALIST

Ms. Smith said this is a position recommendation that came from Program Review and will assist with the vocational and cooperative work experience programs. A good portion of this position will be paid out of VTEA funds (a Carl Perkins grant). Mr. Smith confirmed that there will be enough students in these programs to support this full-time position. Mr. Smith also confirmed to trustees that this does not have anything to do with ROP students but the high school students taking these classes do get high school and college credits. Mr. Smith noted that Ms. Huynh will begin employment on December 1, 2009.

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

BE IT RESOLVED, that Carina Huynh be employed as the Cooperative Work Experience Coordinator/Vocational Career Specialist, a full-time academic CTA position, 186 days, 10 months, at a salary rate on the Academic Salary Schedule of Column VI, Row 4, based on education and experience effective as soon as can be arranged (*this is a categorically funded position*).

D. Miscellaneous

Resolution 09-18 D-34 - BOARD REGULAR/ANNUAL ORGANIZATIONAL MEETING

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

BE IT RESOLVED that the Regular/Annual Organizational Meeting for election of officers be held on Tuesday, December 8, 2009, in Blythe, in compliance with time frames set by Riverside County Office of Education, shown in Reference D-34.

Resolution 09-18 D-35 - THANKS TO IVAN MURRAY, PUBLIC INFORMATION OFFICER

Dr. Hottois asked the Board to consider a simple resolution thanking Ivan Murray for his many years of service to Palo Verde College. November 24th will be his last day at work and he concludes his appointment on December 3, 2009.

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 the Palo Verde Community College District Board of Trustees extends thanks and appreciation to Ivan Murray, Public Information Officer, who is retiring December 3, 2009, for his years of service to Palo Verde College (2000 to 2009).

HEARING OF CITIZENS (NON-AGENDA ITEMS)

None.

ADJOURNMENT

It was moved by Mr. Gonzales, seconded by Mr. Edmond, and unanimously carried, that the meeting be adjourned at 5:36 p.m.

The next Regular/Organizational Meeting will be held on Tuesday, December 8, 2009, in Blythe.

**Minutes approved at the December 8, 2009
Regular Meeting of the Board of Trustees**

Secretary to the Board