

**PALO VERDE COMMUNITY COLLEGE DISTRICT**  
**REGULAR/ORGANIZATIONAL MEETING**  
**BOARD OF TRUSTEES**  
**One College Drive - PVC**  
**Assembly Room (CL 101) - Classroom/Lab Building**  
**Tuesday, December 8, 2009**  
**4:30 p.m.**

**Meeting 09-19**

**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  
                      Millie Rodriguez, Clerk of the Board  
                      Ted Arneson, Trustee  
                      Sam Burton, Trustee  
                      Lincoln Edmond, Trustee  
                      Jerry Lewis, Trustee  
                      Tara Perkins, Student 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:       George Walters, Victor Hernandez and Derek Cople.

It was moved by Mr. Burton, seconded by Mr. Edmond, and unanimously carried, that the Minutes of the Regular Meeting of November 17, 2009, be approved.

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

**ITEMS FOR DISCUSSION IN CLOSED SESSION**

**(AT END OF MEETING)**

Public Employee Performance Evaluation – 14 Faculty Members and 3 Counselors.

**HEARING OF CITIZENS (AGENDA ITEMS)**

There were no requests for citizens to speak.

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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.)

## **ORGANIZATIONAL MATTERS**

### **1. Election of President of Board**

It was moved by Ted Arneson, seconded by Lincoln Edmond, and unanimously carried, that Ed Gonzales be designated President of the Palo Verde Community College District Board for 2010.

### **2. Election of Vice President**

It was moved by Ted Arneson, seconded by Lincoln Edmond, and unanimously carried, that Millie Rodriguez be designated Vice President of the Palo Verde Community College District Board for 2010.

### **3. Election of Clerk of the Board**

It was moved by Ted Arneson, seconded by Lincoln Edmond, and unanimously carried, that Jerry Lewis be designated Clerk of the Board of the Palo Verde Community College District Board for 2010.

### **4. Election of School Board Representative**

It was moved by Ted Arneson, seconded by Lincoln Edmond, and unanimously carried, that Sam Burton be designated Board Representative at the annual election of the County Committee on School District Organization for 2010.

### **5. Election of Secretary to the Board**

It was moved by Ted Arneson, seconded by Ed Gonzales, and unanimously carried, that Dr. James Hottois be designated Secretary of the Palo Verde Community College District Board for 2010.

Ed Gonzales, the newly elected President of the Board, took over the duties of chairing the board meeting.

### **6. Board Meetings**

It was moved by Jerry Lewis, seconded by Debbie Schuster, and unanimously carried, that the Board of Trustees have established their regular meeting schedule as the second and fourth Tuesdays of each month. Alternate dates to accommodate holidays have been determined as shown in the printed schedule of Board Meetings for 2010, shown loose in Board folders. (This schedule is subject to amendment at anytime during the calendar year.)

## **TEMPORARILY ADJOURN TO HOLD ANNUAL MEETING OF THE PALO VERDE COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION** (5 MINUTES)

It was moved by Mr. Burton, seconded by Mr. Arneson, and unanimously carried, that this meeting be adjourned at 4:35 p.m. to hold the annual meeting of the Palo Verde Community College District Financing Corporation. *Refer to agenda for meeting of PVCCD Financing Corporation (on blue paper loose in folders).*

## **RETURN TO DISTRICT BOARD MEETING**

Trustees returned to the District board meeting at 4:37 p.m.

## **REPORTS**

### **Associated Student Body**

Tara Perkins, Student Trustee provided the ASB report.

1. ASB won "most original" trophy in the annual Blythe Christmas parade. She thanked all who assisted with building the float including the welding, auto, and woodshop classes.
2. Last Friday, ASB arranged a Middle School Avid Class field trip to the college which went very well. A lot of the 7<sup>th</sup> and 8<sup>th</sup> grade students plan on taking classes next fall and in the future.
3. ASB is planning on having a re-orientation next semester and said any suggestions for discussion items would be appreciated.
4. Ms. Perkins distributed Christmas cards to trustees and provided cookies. She thanked everyone for assisting her this semester.

### **Academic Senate**

Ms. Stewart said Dennese Lilley-Edgerton would not be providing a report this evening as she was working on student grades.

### **CSEA**

No report.

### **CCA/CTA**

Victor Hernandez, President, provided the report for CTA.

1. Mr. Hernandez introduced two faculty members in attendance at the meeting: Paul Shibalovich and Derek Copple.
2. Mr. Hernandez said CTA activities for this year have ended and next year they will be having CTA workshops that will be provided at no charge. Mr. Hernandez also plans on attending meetings in San Diego.

### **Superintendent/President**

1. Dr. Hottois congratulated both ASB and the Child Development Center for the awards they won for participating in the Blythe Christmas parade.
2. Dr. Hottois distributed a memo that went out today noting that a large portion of the staff will be taking vacation the week prior to Christmas. In anticipation of this, the college will issue a press release to the public noting that the college will not be open on these days however students will still be able to register during this period due to the new online registration.
3. The theater portion of the Fine and Performing Arts Complex is taking increasing shape.
4. The college is winding down to the end of the year. Dr. Hottois thanked those who inquired about his knee surgery.

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

1. Ms. Butler said her department has been working with the auditors. They will be on campus on December 16<sup>th</sup> to meet with Dr. Hottois and Ms. Butler on the audit draft report.
2. Work is also being done with the state auditors to finalize issues with mandated costs for the year of 1998-99. Hopefully the college will receive extra dollars once this is resolved.
3. Ms. Butler reminded everyone of the Christmas party this Friday, December 11, 2009.

## **REPORTS (continued)**

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

1. Counseling is meeting with students on probation and working with students on transfer related items. They are also assisting special programs with priority registration.
2. Outreach has been making efforts to notify community students that grades will no longer be mailed out and instead accessed online. Training on Colleague and online enrollments procedures is being provided in Needles and at Spring Street. Printed class schedules for Spring Semester have been delivered at key locations in Blythe as part of advertising efforts as well as speaking with individuals at these locations about the procedure to access the college real-time schedules online as classes fill up.
3. Financial Aid continues to work with probation students.
4. EOPS has been actively registering students with the assistance of the Needles campus who registered over 100 students between both sites last Friday.
5. DSPS completed WAIS IV training (the new learning disability assessment test) via the Chancellor's Office. DSPS, through the efforts of CalWORKS has acquired student workers to assist in their area.
6. CalWORKS is having their Christmas party this Thursday with over 100 children receiving gifts purchased by individuals on campus.

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

1. Mr. Smith congratulated the Child Development Center for receiving the first place award in the Blythe Christmas parade for the theme of the parade. He said this is the fourth year they have been first place winner in this category.
2. As a result of Mr. Smith's trip to Washington, D.C., a representative from the Department of Agriculture was on campus last Wednesday, December 2, 2009. 56 members of the community attended this event to find out what grants and loans are available through the Department of Agriculture. The program was sponsored by PVC, the Blythe Chamber of Commerce, the City of Blythe and CIF. Another event dealing with solar opportunities will be presented by the Department of Agriculture in January.
3. Mr. Smith asked George Walters to attend the board meeting this evening to provide board members with information on the solar project being worked on. Mr. Walters distributed a brochure on NABCEP Certification and said there was an article in the Blythe paper recently regarding this training program. Mr. Walters said the college has received a grant as part of the federal stimulus funds through a partnership with College of the Desert and the Workforce Investment Board in Riverside. About \$800,000 was received between all the parties involved to train 120 people on entry level solar installers for utility grade (big solar fields being constructed in the desert for electrical wholesale). PVC's portion of these funds is \$120,000 to develop an eleven week curriculum that will teach the entry level installer in a pre-apprenticeship program. Mr. Walters provided other details regarding: 1) the need for a union card to work on utility grade solar projects; 2) the Workforce Investment Board in Riverside is responsible for recruiting and placing the students with PVC being guaranteed 20 students; 3) the plan is to transition this training into a "for-credit" program to become the basis of PVC's solar program in the future; 4) Mike Rhoades, PVC Building Trades instructor, has attended solar workshops to assist with this endeavor; and, 5) currently this is the only way to get funding for a "green technology" program unless the District funds it. Mr. Walters provided further details and responded to trustee questions.

## **REPORTS (continued)**

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

1. Mr. Lewis said Needles also had its annual Christmas parade Saturday and although PVC did not have an entry in the parade their photography class offered picture taking of families and activities.
2. Ms. Rodriguez wished everyone a merry Christmas and invited all to a Chamber of Commerce Christmas party at the Palo Verde Times office on December 17<sup>th</sup> from 5 to 6:30 p.m.
3. Ms. Schuster thanked the board and everyone associated with it for the wonderful year and assistance she had as President of the Board.
4. Mr. Arneson said he represented the Board at the CCLC Annual Convention held on November 19 to 21, 2009, in San Francisco, California. He noted all the parties who attended and said the conference was very informative. He said the community college system has finally realized that the high schools are not preparing their students to be successful in college. He stressed the need for outreach all the way down to the Middle Schools to convey that there are certain expectations in order to attend college. There is now a different tone, from the federal government down to all parties involved, of what an important role community colleges plays in the entire structure of education. Mr. Arneson provided more input and details on the meetings he attended. There followed a lengthy discussion regarding the entire education system, the concept of what high schools should be doing, where the community college fits in, and how new technology and online instruction will affect the system.
5. Mr. Burton said Merry Christmas and thanked Tara for the cookies.
6. Mr. Gonzales wished everyone happy holidays.

### **INFORMATION ITEMS**

Dr. Hottois and President Gonzales briefly reviewed the list of Information Items.

1. Notice of CCLC (Community College League of California) 2010 Board Chair Workshop and Annual Legislative Conference on January 23-26, 2010, in Sacramento. Dr. Hottois and Ed Gonzales will both be attending.
2. First Read of revised Board Policy 3720 and Administrative Procedures *(for information only)* for Computer and Network Use.
3. Revised Administrative Procedures for AP 5030-0, Fees & Tuition *(for information only)*.

### **CONSENT RESOLUTIONS**

Dr. Hottois noted that Resolution C-74, on page 5 of the agenda, should be amended to include the name of Edna Becerril as the Child Development Center Teacher.

A blanket motion was made by Mr. Arneson, seconded by Ms. Schuster, and unanimously carried, that the Consent Resolutions be approved as amended. (Student Advisory Vote: Yes)

#### **A. Instruction**

##### **Resolution 09-19 A-18 - CURRICULUM APPROVED AT NOVEMBER MEETING**

BE IT RESOLVED that the actions of the Curriculum Committee at meeting held on November 12, 2009 (new and revised courses in various curriculum areas), as shown in Reference A-18, be adopted.

##### **Resolution 09-19 A-19- INSTRUCTOR RECOMMENDED TO BE GRANTED EQUIVALENCY**

BE IT RESOLVED that the instructor, as shown in Reference A-19 be approved to be granted equivalency under the terms shown in Reference A-19. A certification of equivalency means only that an applicant has met the minimum qualifications for a discipline and has been put into a hiring pool. Equivalency is not a promise of future employment.

**CONSENT RESOLUTIONS (continued)**

**B. Business**

**Resolution 09-19 B-84 - AUTHORIZED AGENTS FOR PVCCD FOR 2010**

BE IT RESOLVED that the following college employees be appointed as authorized agents to sign financial reports, warrant orders, checks, orders for salary placement, payroll, and notices of employment for the Palo Verde Community College District of Riverside County (all other previous names will be deleted from the accounts), for 2010 in compliance with Board Policy 2430 and Certification of Signatures form from Riverside County Office of Education. (The Board of Trustees will also sign this certification form after the annual election of officers.)

**Account**

**Authorized Agents**

*(checks issued for these accounts are from Riverside County Office of Education)*

Schools of Riverside County  
(regular college warrant orders, orders for  
salary payment and notices of employment)

James W. Hottois  
Geri Butler  
Diana Z. Rodriguez  
William Smith  
Patricia L. Stewart

*(checks issued for the rest of these accounts are from Provident Bank in Blythe)*

Schools of Riverside County  
(regular college checking and savings)

James W. Hottois  
Geri Butler  
Diana Z. Rodriguez  
William Smith  
Patricia L. Stewart

Schools of Riverside County  
Auxiliary Business Services (Bookstore)

James W. Hottois  
Geri Butler  
Luanne Schultz

Schools of Riverside County  
Associated Student Body (savings)

James W. Hottois  
Geri Butler  
Russi Egan  
Diana Z. Rodriguez  
Staci Lee

Schools of Riverside County  
Associated Student Body (checking)

James Hottois  
Geri Butler  
Russi Egan  
Diana Z. Rodriguez  
Staci Lee

Schools of Riverside County  
Clubs and Scholarship Account

James W. Hottois  
Geri Butler  
Russi Egan  
Diana Z. Rodriguez

**Resolution 09-19 B-85 - AUTHORIZED AGENTS FOR SBEDC ACCOUNT**

BE IT RESOLVED that the following college employees be appointed as authorized agents to sign checks and other necessary documents for the SBEDC (Small Business Economic Development Center) for 2010 *(account located at Provident Bank in Blythe)*: James Hottois, Geri Butler and Quenton Hanson.

**CONSENT RESOLUTIONS** (continued)

**B. Business**

**Resolution 09-19 B-86 - CDC AGREEMENT (AMENDMENT 01)**

BE IT RESOLVED that the Palo Verde Community College District approves the Resolution and Contract Number CSPP-9398 with the California State Department of Education, to amend the language for the 2009/10 Funding Terms and Conditions (FT&C), as shown in Reference B-86, for the Child Development Center.

**Resolution 09-19 B-87- FACILITY USE AGREEMENT WITH CURVES IN NEEDLES**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approves continuance of the facility use contract between Curves of Needles and Palo Verde College, to provide educational services to the residents of Needles, effective January 1, 2010, to December 31, 2010 *(no change in costs or terms from last year)*.

**C. Personnel**

**(Academic Personnel)**

**Resolution 09-19 C-73 - PART-TIME INSTRUCTORS/COUNSELORS FOR SPRING SEMESTER 2010**

BE IT RESOLVED that part-time instructors/counselors, as shown in Reference C-73, be approved for Spring Semester of 2010.

**(Classified Personnel)**

**Resolution 09-19 C-74 - CHILD DEVELOPMENT CENTER TEACHER**

BE IT RESOLVED that Edna Becerril be employed as full-time Teacher for the Child Development Center (CDC), a full-time, 12 month, 8 hours per day, CSEA classified position at a salary placement based on education and experience, on the CDC Teachers Salary Schedule, beginning as soon as can be arranged *(replacement for Minnie Washington retiring 12/31/09)*.

**ACTION ITEMS**

**D. Miscellaneous**

**Resolution 09-19 D-36 - STUDY SESSION FOR JANUARY 2010**

It was moved by Mr. Burton, seconded by Ms. Birdsong, and unanimously carried, that the following resolution be approved.

BE IT RESOLVED that the Study Session for January 12, 2010, is canceled.

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

None.

**ITEMS FOR DISCUSSION IN CLOSED SESSION**

Trustees, the Supt./President and V.P.s for Instructional Services and Student Services, adjourned to Closed Session at 5:26 p.m. to discuss: Public Employee Performance Evaluation – 14 Faculty Members and 3 Counselors.

**OPEN SESSION**

Trustees and administrators returned to Open Session at 5:54 p.m. and the following was announced. The Vice Presidents of Instructional and Student Services made presentations to the Board of Trustees on the performance evaluations for 14 faculty members and three counselors. The Board discussed the evaluations and adjourned from closed session without taking any action.

**ADJOURNMENT**

The meeting was adjourned at 5:55 p.m.

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

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

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***Secretary to the Board***