

**PALO VERDE COMMUNITY COLLEGE DISTRICT**  
**REGULAR/ORGANIZATIONAL MEETING**  
**BOARD OF TRUSTEES**  
**One College Drive - PVC**  
**Assembly Room (CL 101) - Classroom/Lab Building**  
**Tuesday, December 14, 2010**  
**4:30 p.m.**

**Meeting 10-15**

**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 4:31 p.m.

The salute to the American Flag was lead by Trustee Jerry Lewis.

Present: Ed Gonzales, President  
Millie Rodriguez, Vice President  
Jerry Lewis, Clerk of the Board  
Ted Arneson, Trustee  
Sam Burton, Trustee  
Lincoln Edmond, Trustee  
George Thomas, Trustee

Absent: Leo Martinez, 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: Denise Hunt, Administrative Assistant

Visitors/Staff: Dennese Lilley-Edgerton, Mel Pullen, George Walters and Peter Martinez.

Mr. Gonzales issued the Oath of Office for newly elected trustee, George Thomas and reelected Trustees, Ted Arneson, Sam Burton, and Jerry Lewis.

It was moved by Mr. Edmond, seconded by Mr. Lewis, and unanimously carried, that the minutes of the Regular Meeting of November 16, 2010, be approved.

It was moved by Mr. Lewis, seconded by Mr. Edmond, and unanimously carried, that the Agenda for this meeting be approved as amended to correct Resolution 10-15 C-59 – CDC INSTRUCTIONAL AIDES (PART-TIME). Dana Adams Row 1, Column 2 *should be* Column 3.

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

Public Employee Performance Evaluation – 10 Faculty Members and 4 Counselors.

These minutes are a concise summary of reports, discussion and action 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.

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

There were no requests for citizens to speak.

## **ORGANIZATIONAL MATTERS**

Dr. Hottois suggested that the board of trustees adopt a motion to dispense with resolution 1,2,3,4,5, through the following:

1. **Election of President of the Board** – Edmundo Gonzales
2. **Election of Vice President of the Board** – Ermilia “Millie” Rodriguez
3. **Election of Clerk of the Board** – Jerry Lewis
4. **Election of School Board Representative** – Sam Burton
5. **Election of Secretary to the Board** – James Hottois

It was moved by Mr. Edmond, seconded by Mr. Arneson, that the vote on this motion shall be considered to be a vote on each of the five resolutions of the Palo Verde Community College District Board for 2011.

## **6. Board Meetings**

It was moved by Mr. Burton, seconded by Mr. Lewis, 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 2011, shown loose in Board folders. The schedule was amended February 22 meeting to February 15 due to the President’s Holidays and campus closure.

(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**

It was moved by Mr. Arneson, seconded by Ms. Rodriguez, that this meeting be adjourned at 4:44 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 4:45 p.m.

## REPORTS

### **Associated Student Government –**

Not present for this meeting.

### **Academic Senate –**

Ms. Lilley Edgerton provided the Academic Senate report.

1. The new course outline template has been approved.
2. Faculty have agreed to come together to sponsor a seat in the Fine and Performing Arts Complex.

### **CSEA, Chapter 180 –**

Not present for this meeting.

### **CCA/CTA –**

Not present for this meeting.

### **Superintendent/President –**

1. Dr. Hottois informed the board that Stephanie Slagan will be hired to assist in his office and will start the second week in January.
2. Dr. Hottois congratulated Mr. Smith for his recognition from Imperial County for his work on the volunteer fire department in Palo Verde.
3. Dr. Hottois congratulated Russi Egan and Cecy Garcia for completing all of the requirements to receive their Bachelor of Arts degrees this week.
4. Dr. Hottois informed the board that he will be on vacation from December 16, 2010 to January 9, 2011.
5. Dr. Hottois informed the board of the college closure (to the public) will begin on December 20, 2010 until January 2, 2011.
6. Dr. Hottois informed the board that the Christmas luncheon for the main campus went very well and enjoyed by all. And the leftover food was donated to the Harmony Kitchen. Dr. Hottois stated that he and Mr. Smith had lunch with the Needles Center employees, and dinner with the CDC employees last week.
7. Dr. Hottois spoke on the handout that Ms. Butler provided and spoke on the incoming governors wishes to have a budget in 60 days.
8. Dr. Hottois informed and reviewed the three Community College Leagues Of California events that are scheduled in late January.

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

1. Ms. Butler provided handouts of the *CapitolAlert* from the Sacramento Bee, Brown wants to wrap up budget in 'about 60 days' and the Budget Update from Erik Skinner in the Chancellors office.
2. Ms. Butler informed the board that there is a conference call on December 17, 2010, regarding the yearend audit.
3. Ms. Butler informed the board of the first Trans call last week and stated the college has enrolled again and if all comply with getting their information in the college should be funded by March.
4. Mrs. Butler informed the board that she will be attending an Annual Workshop on January 14, 2011, in Sacramento.

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

1. Ms. Rodriguez informed the board that counseling and transfer has been focusing on registration for the upcoming semester.
2. EOPS just completed its priority registration and there are approximately 250 students registered and they had a very successful event called “Map out”.
3. CalWorks and CARE programs had a very successful holiday event. A very special thanks goes out to Mr. and Mrs. Claus (Scotty and Louise Gallan).
4. A and R continues to work on a number of projects related to Datatel/Colleague.
5. The current unduplicated headcount is 668.
6. ASG won the Sweepstakes prize in the Christmas parade this year.
7. DSPS is currently working on a \$10,000 grant for the Active Minds club and are preparing for a site visit from the Galvan Group in February 2011.
8. Currently working on all the requirements for the TRIO Grant.

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

1. Mr. Smith added to Ms. Lilley-Edgerton’s report and stated how important the course outline template was for distance learning and the ITV classes in Needles.
2. Mr. Smith and Mr. Walters met with Solar Millennium this week and they were informed there will be 600 construction workers in the area for approximately five years.
3. Adjustments have been made to the schedule.
4. Mr. Smith, Mr. Walters and Ms. Holmes participated in a Webinar on SB1440.
5. Mr. Lewis questioned if the course outline template will help the overall program and is this what the Joint Commission spoke of in its report. There was discussion.

**Board of Trustees Comments and Discussion -**

1. Ms. Rodriguez, Dr. Thomas and Dr. Hottois spoke on the CCLC Annual Convention and Partner Conference in Pasadena.
2. There was discussion on the cost of textbooks, textbook rental programs and electronic media.
3. Mr. Arneson questioned Ms. D. Rodriguez on the TRIO training in Las Vegas.

**INFORMATION ITEMS**

1. Notice of CCLC (Community College League of California) 2011 Board Chair Workshop and Annual Legislative Conference on January 23-24, 2011, in Sacramento. Need confirmation on trustee attendance (*loose in Board folders*).
2. Out-of-state travel request for Mickey Miranda-Copple to travel to Parker, Arizona on December 1-2, 8-9, 2010, for the Fast Track nursing clinicals at La Paz Regional Hospital.
3. Out-of-State travel request for Diana Rodriguez and Steve LaVigne to travel to Las Vegas, Nevada on February 14-22, 2011, for TRiO Training Institute.

**CONSENT RESOLUTIONS**

A blanket motion was made by Mr. Arneson, seconded by Mr. Burton, and unanimously carried, that the Consent Resolutions be approved. (Student Advisory Vote: not present)

**A. Instruction**

**Resolution 10-15 A-26 - CURRICULUM APPROVED AT NOVEMBER MEETING**

BE IT RESOLVED that the actions of the Curriculum Committee at meeting held on November 18, 2010 (new and revised courses in various curriculum areas), as shown in Reference A-26, be adopted.

**CONSENT RESOLUTIONS (continued)**

**B. Business**

**Resolution 10-15 B-104 - AUTHORIZED AGENTS FOR PVCCD FOR 2011**

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 2011 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 J. Smith  
Denise Hunt

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

Schools of Riverside County  
(college clearing and revolving checking accounts)

James W. Hottois  
Geri Butler  
Diana Z. Rodriguez  
William J. Smith  
Denise Hunt

Schools of Riverside County  
Auxiliary Business Services (Bookstore)

James W. Hottois  
Geri Butler  
Luanne Schultz

Schools of Riverside County  
Associated Student Government (savings)

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

Schools of Riverside County  
Associated Student Government (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

*(checks issued for this account are from Federal Funding)*

Federal Funds - Financial Aid Accounts

James W. Hottois  
Geri Butler  
Diana Z. Rodriguez  
William J. Smith

## **CONSENT RESOLUTIONS (continued)**

### **Resolution 10-15 B-105 - 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 2011 *(account located at Provident Bank in Blythe)*: James Hottois, Geri Butler and George Walters.

### **Resolution 10-15 B-106 - QUARTERLY FINANCIAL STATUS REPORT**

BE IT RESOLVED that the revised Quarterly Financial Status Report (CCFS-311Q), for quarter ended September 30, 2010, as prepared by Administrative Services and shown in Reference B-106, is accepted as submitted to the Chancellor's Office.

### **Resolution 10-15 B-107 – CONSULTANT AGREEMENT (BETTINO)**

BE IT RESOLVED that the Palo Verde Community College District approves the Agreement for Consultant Services for M. L. Bettino, of Ranchos Palos Verdes, CA, to provide assessment services of the rSmart/Sakai Learning Management System and assist faculty and staff with the creation of web pages to complete Title III goals, at the rate of \$30.00 per hour, not to exceed \$5,000.

### **Resolution 10-15 B-108 – CONSULTANT AGREEMENT (RAMIREZ)**

BE IT RESOLVED that the Palo Verde Community College District approves the Agreement for Consultant Services for Sarah Ramirez, of Whittier, CA, to provide assessment services of the rSmart/Sakai Learning Management System and assist faculty and staff with the creation of web pages to complete Title III goals, at the rate of \$30.00 per hour, not to exceed \$5,000.

### **Resolution 10-15 B-109 – CONSULTANT AGREEMENT (JONES)**

BE IT RESOLVED that the Palo Verde Community College District approves the Agreement for Consultant Services for Doretha Jones, of Blythe, CA, to conduct in-class customer services seminars to students participating in CTE (Career and Technical Education) programs at the rate of \$50.00 per hour, not to exceed \$5,000.

### **Resolution 10-15 B-110 – CDC CONTINUED FUNDING APPLICATION FOR 2011-12**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees approve the Continued Funding Application for the Child Development Center for 2011-12, (shown loose in Trustee folders).

### **Resolution 10-15 B-111 – CHANGE ORDER FOR PHASE IV**

BE IT RESOLVED that the Palo Verde Community College District Board of Trustees ratifies the Superintendent/President's authorization of the following change order for Phase IV Fine & Performing Arts Complex) as listed below and shown in Reference B-111.

Change order #29      \$6,089.00

**CONSENT RESOLUTIONS (continued)**

**C. Personnel**

**(Academic Personnel)**

**Resolution 10-15 C-57 - PART-TIME INSTRUCTORS/COUNSELORS FOR  
SPRING SEMESTER 2011**

BE IT RESOLVED that part-time instructors/counselors, as shown in Reference C-57, be approved for Spring Semester of 2011.

**(Confidential/Classified Management)**

**Resolution 10-15 C-58 – EXTRA DUTY PAY (HUNT)**

BE IT RESOLVED that Denise Hunt, Administrative Assistant to the Superintendent/President, is to be paid out-of-class pay at ten percent for extra duties performed during the Executive Assistant to the Superintendent/President absence from November 11, 2010, until a Temporary Secretary is hired. After that position is in place and until a new permanent staffing is in place for this office, her pay shall include a five percent stipend.

**(Classified Personnel)**

**Resolution 10-15 C-59 – CDC INSTRUCTIONAL AIDES (PART-TIME)**

BE IT RESOLVED that the following be employed as a part-time instructional aides for the Child Development Center at a salary placement on the Child Development Salary Schedule as shown below, effective as soon as possible.

Dana Adams	Row 1, Column 2 3	(\$8.80/hour)
Michelle Burrola	Row 1, Column 2	(\$8.39/hour)
Sonia Rodriguez	Row 1, Column 2	(\$8.39/hour)
Tracy Shipley	Row 1, Column 2	(\$8.39/hour)
Laura Silva	Row 1, Column 2	(\$8.39/hour)

**Resolution 10-15 C-60 – TEMPORARY PERSONNEL FOR STUDENT SERVICES  
SCHEDULING/CUSTOMER SERVICE CLERK**

BE IT RESOLVED that temporary personnel be hired to assist in the Student Services office during the absence of the full-time Scheduling/Customer Service Clerk, at a salary rate to be determined and effective as soon as can be arranged.

**(Student Personnel)**

**Resolution 10-15 C-61 - 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-61, be approved for the Fall Semester of 2010.

***(Blanket Motion)***

It was moved by Mr. Arneson, seconded by Mr. Burton, that Consent Resolutions be approved.

## **ACTION ITEMS**

### **B. Business**

#### **Resolution 10-15 B-112 – AGREEMENT WITH WESTERN INSURANCE COMPANY TAKEOVER AGREEMENT**

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

BE IT RESOLVED THAT THE PVCCD Board of Trustees hereby ratify the agreement with Western Insurance Company signed by the Superintendent/President on November 16, 2010, in accordance with Board Resolution 10-13 B-95 adopted October 26, 2010.

(shown loose in board folders)

### **D. Miscellaneous**

#### **Resolution 10-15 D-31 - STUDY SESSION FOR JANUARY 2011**

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

BE IT RESOLVED that the Study session for January 12, 2011, is canceled.

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

None.

### **ITEM FOR DISCUSSION IN CLOSED SESSION**

Trustees, the Superintendent/President and V.P.s for Instructional Services and Student Services, adjourned to Closed Session at 5:25 p.m. to discuss: Public Employee Performance Evaluation – 10 Faculty Members and 4 Counselors.

**OPEN SESSION** Trustees and administrators returned to Open Session 5:35 p.m.

### **ADJOURNMENT**

The meeting was adjourned at 5:36 p.m. and the following was announced. The Vice President of Instructional Services and Student Services made presentations to the Board of Trustees on the performance evaluations for the 10 faculty members and the 4 counselors. The Board discussed the evaluations and adjourned from closed session without taking any action.

The next Regular Meeting will be held on January 25, 2011, in Needles.

**Minutes approved at the January 25, 2011  
Regular Meeting of the Board of Trustees**

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**Secretary to the Board**