

# **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 #8)**

**Tuesday, June 26, 2012**

**5:00 p.m.**

**Meeting 12-13**

### **MINUTES**

#### **OPENING OF MEETING**

The Regular Meeting of the Board of Trustees was called to order by the President of the Board, Mr. Gonzales at 5:00 p.m.

The Salute to the American Flag was led by Mr. Lewis, Clerk of the Board.

#### **Roll Call**

Present: Ed Gonzales, President  
Millie Rodriguez, Vice President  
Jerry Lewis, Clerk of the Board  
Ted Arneson, Trustee (by conference call)  
Lincoln Edmond, Trustee  
George Thomas, Trustee  
Frannie Gregory, Student Trustee

Administrators Present: Denise Whittaker, Interim Superintendent/President  
(by conference call in Closed Session only)  
Kay Ragan, Interim Vice President of Student Services  
William Smith, Vice President of Instructional Services

Absent: Sam Burton, Trustee

Recorder: Carrie Mullion, Administrative Assistant to  
Superintendent/President and Board of Trustees

Visitors: On file in the Superintendent/President's Office.

It was moved by Ms. Rodriguez, seconded by Mr. Edmond, and unanimously carried, that the Minutes of the Study Session of May 8, 2012 be approved.

It was moved by Mr. Lewis, seconded by Mr. Edmond, and unanimously carried, that the Agenda and the Addendum for this meeting be amended and approved as follows:

Resolution 12-13 C-35 – Student Learning Outcome (SLO) Extra Duty Summer Assignment (Jones) will be amended to strike out "District Instructional Service Agreement" and replaced with "oversee the Student Learning Outcome (SLO) program".

Resolution 12-13 C-36 – Student Learning Outcome (SLO) Extra Duty Assignment (Jones) will be removed from this 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 is available to the public for 30 days after the date of this meeting.)

**ITEMS FOR DISCUSSION IN CLOSED SESSION** (AT END OF MEETING WITH REPORTABLE ACTION POSSIBLE IN OPEN SESSION)

1. CONFERENCE WITH LABOR NEGOTIATOR  
Negotiator: Denise Whittaker  
Employee Organizations: CSEA, CTA, Classified Management/Confidential  
Non-represented Employees: Vice Presidents
2. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE  
Government Code Section 54957
3. REAL PROPERTY  
Parcel of Land on Chanslor Way

**HEARING OF CITIZENS (AGENDA ITEMS)**

Mr. Dale Wissman, CSEA Labor Relations Representative, summarized negotiations that have taken place, and thanked Ms. Whittaker and the negotiations team for their diligent work in coming to agreement.

**ANNOUNCEMENT OF RECUSAL FROM AGENDA ITEMS (WHITTAKER)**

The Superintendent/President respectfully asks if any of the Governing Board members need to recuse themselves from any item where there might be a potential conflict of interest.

None.

**PUBLIC NOTICE/HEARING ON CCA/CTA NEGOTIATIONS**

**Public Notice/Hearing opened at 5:10 p.m. on the following items:**

1. Tentative Agreement Between PVCCD and Palo Verde College CCA/CTA for Involuntary or Voluntary Transfer of Non-Teaching Faculty to Classroom to Meet 50% Law Compliance (*shown in packet with lilac cover in Board folders*).
2. Memorandum of Understanding Between PVCCD and CCA/CTA Concerning Medical and Other Insurance Benefits for Specific Health Problems (*shown in packet with lilac cover in Board folders*).
3. Tentative Agreement Between PVCCD and CCA/CTA to Extend the Current 2011-2012 Agreement for One Year, through June 30, 2013 (*shown in packet with lilac cover in Board folders*).
4. Memorandum of Understanding Between PVCCD, CSEA, and CCA/CTA for Classified Teaching Assignment to Address the 50% Law Deficiencies for 2012-13 (*shown in packet with lilac cover in Board folders*).
5. Memorandum of Understanding Between PVCCD and CCA/CTA for Classified Management/Confidential Teaching Assignment to Address the 50% Law Deficiencies for 2012-13 (*shown in packet with lilac cover in Board folders*).

**There were no comments from the public.**

**Public/Notice Hearing closed at 5:12 p.m.**

## **PUBLIC NOTICE/HEARING ON CSEA NEGOTIATIONS**

### **Public Notice/Hearing opened at 5:12 p.m. on the following items:**

1. Memorandum of Understanding CSEA Voluntary Incentives as approved in Closed Session on June 12, 2012 (*shown in packet with goldenrod cover page in Board folders*).
2. Tentative Agreement: CSEA Successor Agreement (*shown in packet with goldenrod cover page in Board folders*).
3. Memorandum of Understanding Between PVCCD, CSEA, and CCNCTA for Out-of Class Classified Teaching Assignment to Address the 50% Law Deficiencies for 2012-13 (*shown packet with goldenrod cover page in Board folders*).
4. Memorandum of Understanding to Correct the 2006-07 Classified Salary Schedule to include Step 13 Job classifications; to correct the documentation for placement of Rich Soto at Step 13 in 2006-07; and to correct subsequent misplacement of Suzy Woods from Step 12 to Step 13 (*shown in packet with goldenrod cover page in Board folders*).
5. Memorandum of Understanding to Convert the Classified Employee "Payroll/Benefits Coordinator" Position to Confidential meeting PERB definitions of confidential status (*shown packet with goldenrod cover page in Board folders*).
6. Memorandum of Understanding for the Classified Salary Schedule 2012-13 reduction of 3.85% per CSEA negotiations (*shown in packet with goldenrod cover page in Board folders*).

**There were no comments from the public.**

**Public/Notice Hearing closed at 5:14 p.m.**

## **PRESENTATION**

### **Tentative Budget Overview (Russi Egan)**

Ms. Egan provided handouts - Tentative Budget, Fiscal Year 2012-2013, Prepared June 15, 2012. Ms. Egan summarized the Tentative Budget and answered questions from Trustees. The Tentative Budget was calculated based on information that was provided as of June 15, 2012. Ms. Egan stated that the budget does not take into account CSEA negotiated items because the agreements were not in place, and the Board of Trustees had not yet approved the agreements due to the meetings not taking place until after June 15, 2012. Ms. Egan stated this is a balanced budget with 5% reserve. There will be a Budget Workshop in August and the final budget will be presented in August or September. Ms. Egan also provided the Trustees a copy of a letter that she submitted to the Chancellor's Office dated June 25, 2012. The letter indicated that Palo Verde College anticipates achieving 51.28% of the Fifty Percent Law. Ms. Egan stated she received a call from the Chancellor's Office today stating the letter has been accepted and they are pleased with the progress.

Ms. Egan then provided an explanation of the Second Principal Report (P2), and answered questions from the Trustees.

## **REPORTS**

### **Associated Student Government**

Ms. Gregory, Student Trustee, had no report.

### **Academic Senate**

Not present for this meeting.

## **REPORTS (continued)**

### **CSEA**

Not present for this meeting.

### **CCA/CTA**

Not present for this meeting.

### **Denise Whittaker, Interim Superintendent/President**

Not present for this meeting.

### **Kay Ragan, Interim Vice President of Student Services**

Dr. Ragan provided the following report:

1. Student Services are in the process of recruiting new, prospective students.
2. Financial Aid is working on award packages, and identifying students who qualify for CalWorks, CARE and EOPS.
3. Counseling announced that, for the first time in the winter and spring semesters, students will not be able to apply for admissions to Cal State San Bernardino unless they have completed one of the transfer degrees. Presently there are 2 degrees that have been approved by the college; psychology and sociology. Next year, counseling will develop and get approval for additional degrees in order to afford students opportunity for transfer.
4. Admissions and Records are doing grade checks.
5. Director of DSP&S position is vacant and will hopefully be filled soon.

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

Mr. Smith provided the following report:

1. Summarized and explained the issues regarding the completion, certification and occupancy of the Fine and Performing Arts Complex.
2. Trustees were provided with copy of letter to Mr. Tittle, NTD Architecture, dated May 25, 2012, regarding the Fine and Performing Arts Complex. The letter addressed design changes that the Department of State Architect (DSA) requested, and the actions that NTD Architecture plans to take in order to comply with these changes. Mr. Espinoza, California Construction Management, and Martin Hom, Legal Council for Palo Verde College, have been contacted, and they are working on resolving the issues.
3. Trustees were provided Financial Summary Report of Needles Center, Needles Center – Group II, Title III, Nursing, and Child Development Center budgets, and an explanation was given.
4. Report on Correspondence and Distance Education classes at the prisons was given. An explanation of Instructional Service Agreements (ISA) was provided and the importance of maintaining ISA's as they are very profitable.
5. Report on the technical programs, i.e. welding, building trades, computer animation, and autos.
6. Physical Education program has not been developed due to there not being enough students interested.
7. Addressed Needles Center declining enrollment by offering ITV and correspondence courses.
8. Accredited Alcohol and Drug Studies Program.

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

Ms. Rodriguez expressed concern regarding the FTE's. She will speak to the Spanish groups, and encouraged other board members to speak to their groups, in order to infuse a positive attitude towards the College. Also expressed sadness of not yet having possession of the Fine and Performing Arts Complex.

## **REPORTS (continued)**

Mr. Lewis expressed condolences to Ms. Whittaker and her family on the loss of her father. The ROP program in Needles has been suspended. Mr. Lewis suggested that Palo Verde College pursue those students that have been dropped from the ROP program, and stated that he would be happy to speak to the Needles School District regarding this. The continuity of a Director for the Needles Center is a concern, and he is hoping that the new Director will have a desire to get classes and be a part of the Needles community. Dr. Ragan stated that she and Ms. Whittaker would like to work with Mr. Lewis and Mr. Gonzales to put together a community forum possibly in August. The forum would bring ideas and give direction as to what classes the community would like to have in order to generate interest in the Needles Center.

## **INFORMATION ITEMS**

1. College Closure: June 29- July 16, 2012.
2. Out of state travel for Jonathan Martin to travel to Atlanta, GA to attend Sakai Conference/training, June 9-14, 2012. All expenses will be paid from Title III funding.
3. Out-of-state travel for M.L. Bettina to travel to Boston, MA to attend the 2012 Campus Technology Innovators conference July 15-19, 2012. All expenses will be paid from Title III funding.
4. Information from the Financial Aid Department: Federal Grant recipients that withdraw from ALL their classes (prior to 60% of the semester) or receive all F's will be held responsible for all funds that Palo Verde College owes back after the Return to Title IV Calculation (R2T4) is performed. For more information, please refer to the Financial Aid Handbook. Should the student fail to repay these funds there will be a hold placed on their records and they will not be able to enroll in the future.
5. Invitation from CCLC for the retirement celebration for Chancellor Jack Scott at The Citizen Hotel in Sacramento, CA, August 15, 2012, (*shown loose in Board folders*).
6. Palo Verde Community College Purchase Order Activity Report 5.1.2012-5.31.2012, 2012 (*shown loose in Board folders*).

## **CONSENT RESOLUTIONS**

### **A. INSTRUCTION**

#### **Resolution 12-13 A-21- K-12 ENROLLMENTS- SUMMER 2012**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves K-12 students, completing approved college enrollment process, as shown in Reference A-21, be approved to attend classes at Palo Verde College for Summer 2012. Administration is recommending approval subject to space availability in classes.

### **B. BUSINESS**

#### **Resolution 12-13 B-42 - EARLY CLOSEOUT/TERMINATION OF WORKFORCE INVESTMENT ACT (WIA) GREEN JOBS SUB GRANT AGREEMENT #K183464**

BE IT RESOLVED, that due to unforeseen circumstances in the solar industry/job market, the Palo Verde Community College District Board of Trustees accepts the early closeout/termination and de-obligation of the remaining funds of the Workforce Investment Act (WIA) Green Jobs Sub Grant Agreement K183464, Grant Code 479, effective June 30, 2012. The sub grant was through the State of California Employment Development Department and was effective June 1, 2011 to March 31, 2013, as shown in Reference B-42.

## **CONSENT RESOLUTIONS (continued)**

### **Resolution 12-13 B-43 - EARLY TERMINATION OF COUNTY OF RIVERSIDE ECONOMIC DEVELOPMENT AGENCY SUBCONTRACT AGREEMENT #PY2011/2013-479**

BE IT RESOLVED, that due to the early closeout/termination of the WIA Green Jobs Sub Grant Agreement #K183464, Grant Code 479, the Palo Verde Community College District Board of Trustees accepts the early termination of the County of Riverside Economic Development Agency Subcontract Agreement #PY2011/2013-479, which provided fiscal and program services to support the grant, effective June 30, 2012, as shown in Reference B-43.

### **Resolution 12-13 B-44 - EARLY TERMINATION OF CONSULTANT AGREEMENT (ENTWISTLE)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees accepts the early termination of Consultant Agreement between Rhonda Entwistle, Grant Coordinator, and PVCCD due to the early closeout/termination of the Workforce Investment Act (WIA) Green Jobs Sub Grant Agreement K183464, Grant Code 479, effective June 30, 2012.

### **Resolution 12-13 B-45 - TERMINATION OF CONSULTANT AGREEMENT (WALTERS)**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves the termination of the Consultant Agreement for George Walters of Cibola, AZ, effective July 15, 2012.

### **Resolution 12-13 B-46 - ANNUAL RENEWAL OF STUDENT-RIGHT-TO-KNOW SUBSCRIPTION AGREEMENT (IPEDS)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Student-Right-To-Know agreement with the Chancellor's Office of the California Community College in the amount of \$3,000 per year from July 1, 2012 through June 30, 2013. These are standard IPEDS (Integrated Postsecondary Education Data System) reports required by federal law for students and processed by the Registrar of Palo Verde College, shown as Reference B-46.

### **Resolution 12-13 B-47- GANN LIMIT WORK SHEET 2012-2013**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Gann Limit Work Sheet for 2012-2013 for submission to the Chancellor's Office, as prepared by the Fiscal Services Office, and shown in Reference B-47.

### **Resolution 12-13 B-48 – CONSULTANT AGREEMENT (CHAMBERS)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Agreement for Consultant Services for Alice Chambers, of Needles, CA to conduct fee- based Art Courses, effective August 30, 2012 and ending December 14, 2012. Consultant will be compensated no more than the revenue that is collected from the participating students, which is not to exceed \$3,000, and consultant will be compensated for teaching the classes at the end of the term, which is divided into three sections.

## **C. PERSONNEL**

### **(Academic)**

### **Resolution 12-13 C-32 - BASIC SKILLS INITIATIVE EXTRA DUTY ASSIGNMENT (RAMAN)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves extra duty assignment for Biju Raman to oversee the District Basic Skills Initiative (BSI) program per CTA contract provisions, at the per diem hourly rate, as needed, \$1,500 to be paid from BSI funds, effective August 13, 2012 through May 15, 2013, to be paid monthly per time sheet.

**CONSENT RESOLUTIONS (continued)**

**Resolution 12-13 C-33 - BASIC SKILLS INITIATIVE EXTRA DUTY ASSIGNMENT, RATIFICATION (RAMAN)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies extra duty assignment for Biju Raman to oversee the District Basic Skills Initiative (BSI) program per CTA contract provisions, total stipend of \$1,500 for fiscal year 2011-2012, to be paid at the end of fiscal year 2011-2012.

**Resolution 12-13 C-34 - INSTRUCTIONAL SERVICE AGREEMENT (ISA) EXTRA DUTY SUMMER ASSIGNMENT (JONES)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies extra duty summer assignment for Sharon Jones to oversee the District Instructional Service Agreement (ISA) program per CTA contract provisions, at her per diem rate per hour, as needed, not to exceed 120 hours, effective May 1- August 10, 2012 to be paid per monthly time sheet.

*(The following Resolution was amended)*

**Resolution 12-13 C-35 - STUDENT LEARNING OUTCOME (SLO) EXTRA DUTY SUMMER ASSIGNMENT (JONES)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies extra duty summer assignment for Sharon Jones to oversee the ~~District Instructional Service Agreement~~ Student Learning Outcome (SLO) per CTA contract provisions, at her per diem rate per hour, as needed, not to exceed 60 hours, effective May 1 -August 10, 2012.

*(The following Resolution was removed from the agenda)*

**~~Resolution 12-13 C-36 - STUDENT LEARNING OUTCOME (SLO) EXTRA DUTY ASSIGNMENT (JONES)~~**

~~BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the extra duty assignment for Sharon Jones for the academic year (August 13, 2012 through June 1, 2013) to oversee the District Student Learning Outcomes (SLO) program per CTA contract provisions, at her per diem rate per hour, not to exceed 20 hours per month, to be paid per monthly time sheet.~~

**Resolution 12-13 C-37 - PARTIAL PERSONAL LEAVE OF ABSENCE (CLINTON)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves Philip Clinton be granted his partial personal leave of absence request to change his workload assignment for the 2012/2013 Academic Year, as follows:

1. One year reduced load assignment, hourly based and not to exceed 26 CTLC's per year for the Academic Year 2012/2013.
2. Suspension of health and welfare benefits starting 08/13/2012.
3. Suspension of holding office hours. (Classified)

**(Classified)**

**Resolution 12-13 C-38 - PUBLIC DISCLOSURE OF MOU BETWEEN PVCCD AND CSEA, CHAPTER 180 - VOLUNTARY INCENTIVES**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees publicly discloses action that took place in Closed Session at the June 11, 2012 Special Board of Trustees Meeting as follows:

It was moved by Dr. Thomas, seconded by Mr. Arneson, and unanimously carried to accept the Memorandum of Understanding between PVCCD and CSEA, Chapter 180 - Voluntary Incentives.

**CONSENT RESOLUTIONS (continued)**

Employees choosing a Voluntary Incentive Plan must do so prior to end of the business day on June 18, 2012, to be effective July 1, 2012 (*shown packet with goldenrod cover page in Board folders*).

**Resolution 12-13 C-39 - TEMPORARY EMPLOYMENT OF TITLE III, EDUCATIONAL TECHNOLOGIST**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the employment of Jonathan Martin as full time Temporary, Title III, Educational Technologist, a 12 month, 8 hours per day, 40 hours per week, CSEA classified position, with salary placement on the Classified Salary Schedule of Row 14, Step 1, effective June 4, 2012. At the end of the Grant (9.30.2013) Jonathan Martin will retreat to District employment.

**Resolution 12-13 C-40- TEMPORARY REASSIGNMENT EOPS/CARE SECRETARY**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the temporary reassignment of Teresa Gomez-Gutierrez as Temporary EOPS/CARE Secretary, a full time, 12 month, 8 hours per day, 40 hours per week, CSEA classified position, with salary placement on the Classified Salary Schedule of Row 4, Step 7, effective June 4, 2012, and ending when a full time permanent position can be filled.

**Resolution 12-13 C-41 - TEMPORARY SUBSTITUTE FINANCIAL AIDE TECHNICIAN I**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the employment of Henry Flores as Substitute Financial Aide Technician I, a temporary lateral transfer with no salary change, beginning June 4, 2012 and ending June 29, 2012, due to extra Financial Aid funding for the 2011/2012 fiscal year.

**Resolution 12-13 C-42 - TEMPORARY EXTRA DUTY PAY (ESQUIBEL-MENDEZ)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies that Diana Esquibel-Mendez, Assistant to the Financial Aid Officer, Outreach Coordinator, be temporarily paid out-of-class pay at Step 1, Row 6 on the Classified Management/Confidential salary schedule, which equal 8.??, for extra duties performed during the recruitment process for the Director of Financial Aid, effective May 26, 2012 until the new Director of Financial Aid is hired.

**Resolution 12-13 C-43 - RESIGNATION OF CHILD DEVELOPMENT CENTER INSTRUCTIONAL AIDE**

BE IT RESOLVED, that the Interim Superintendent/President has accepted a resignation notice dated May 21, 2012 from Michelle Burrola, Child Development Center Instructional Aide, effective June 8, 2012.

**(Student Personnel)**

**Resolution 12-13 C-44 - PART-TIME TEMPORARY STUDENT EMPLOYEES FOR SUMMER SEMESTER 2012**

BE IT RESOLVED, that the following part-time temporary student employees (student aides, interpreters/student services clerks, tutors, peer counselor/coordinators, and peer counselor/recruiters) be approved for Summer Semester 2012:

Brown, Ashlee	Tutor	TRiO Grant
Duran, Sergio	Peer Counselor	Financial Aid
Estrada, Danya	Tutor	TRiO Grant
Nieto, Jannete	Tutor	TRiO Grant



**CONSENT RESOLUTIONS (continued)**

Powers, Ashely  
Rangel, Yaneli  
White, Ashley

Student Aide  
Peer Counselor  
Peer Counselor

Fiscal Services  
Financial Aid  
Financial Aid

***(Blanket Motion)***

It was moved by Ms. Rodriguez, and seconded by Mr. Edmond, that Consent Resolutions be approved.

There was discussion on Resolution 12-13 B-42, and Mr. Smith clarified.

There was discussion on Resolution 12-13 C-32, and Resolution 12-13 C-33, and Mr. Smith clarified.

There was discussion on Resolution 12-13 C-35, and Mr. Smith clarified.

There was discussion on Resolution 12-12 C-37, and Mr. Smith and Dr. Ragan clarified.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**ACTION ITEMS**

**B. Business**

**Resolution 12-13 B-49 - SOURCE 1 SECURITY SERVICE AGREEMENT (RATIFICATION)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves and ratifies the contract with Source 1 Security, to provide security services for the Palo Verde College campus at One College, effective February 1, 2012 and ending June 30, 2012, at a rate of \$19.00 per hour for regular hours, and 23.95 per hour for overtime hours, for service provided by a security officer assigned/scheduled to clients property

It was moved by Mr. Lewis, and seconded by Ms. Rodriguez, that Resolution 12-13 B-49 be approved.

There was discussion and Mr. Smith clarified.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**ACTION ITEMS (continued)**

**Resolution 12-13 B-50 - SOURCE 1 SECURITY SERVICE AGREEMENT**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the contract with Source 1 Security, to provide security services for Palo Verde College campus at One College, effective July 1, 2012, and ending June 30, 2013, at a rate of \$18.25 per hour, as a composite rate for service provided by a security officer assigned to clients property.

It was moved by Dr. Thomas, and seconded by Mr. Edmond, that Resolution 12-13 B-50 be approved.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 B-51 - AGREEMENT BETWEEN PVCCD AND XAP CORPORATION (CCCAPPLY RENEWAL AGREEMENT FOR 2012-2013)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the agreement between PVCCD and XAP Corporation, with respect to Palo Verde College participation in an online electronic admission application system for the California Community College System ("CCC"), known as CCCApply, operated by XAP Corporation, for a fee of \$7,614, which reflects a 35% discount for small colleges, beginning July 1, 2012 through June 30, 2013, as shown in Reference B-51.

It was moved by Mr. Edmond, and seconded by Ms. Rodriguez, that Resolution 12-13 B-51 be approved.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 B-52 - ACCEPTANCE OF VETERAN'S PRINCIPLES OF EXCELLENCE FOR EDUCATIONAL INSTITUTIONS**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees accepts the conditions under Executive Order 13607 of April 27, 2012, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members, as shown in Reference B-52.

It was moved by Ms. Rodriguez, and seconded by Mr. Edmond, that Resolution 12-13 B-52 be approved.

There was discussion and Dr. Ragan clarified.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**ACTION ITEMS (continued)**

**Resolution 12-13 B-53 - CONSULTANT AGREEMENT AMENDMENT #2 (BRAHMBHATT CAMBRIDGE WEST PARTNERSHIP, LLC)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves Amendment #2 of Agreement between PVCCD and Cambridge West Partnership, LLC (C. M. Brahmbhatt) for Consultant Services in support of the Office of Fiscal Services and Human Resources, for a fee of not to exceed \$3,750 per month on a retainer basis. Additional to this monthly compensation will be travel time billed at \$80. per hour and related, reimbursable expenses incurred on behalf of the District, effective July 1, 2012 and ending June 30, 2013, at which time the Agreement shall expire, unless extended or modified by mutual written consent and approval of the District's governing board.

It was moved by Mr. Edmond, and seconded by Ms. Rodriguez, that Resolution 12-13 B-53 be approved.

There was discussion and Dr. Ragan clarified. Mr. Lewis thanked Mr. Brahmbhatt for his work and stated his appreciation to Mr. Brahmbhatt.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 B-54 - CONSULTANT AGREEMENT - MELINDA WALNOHA AS INTERIM REGISTRAR**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves Melinda Walnoha as Interim Registrar, to be paid her current hourly/per diem rate on the Classified Management/Confidential salary schedule, \$42.02/hour, for temporary oversight and supervision of Admissions and Records during the recruitment process for the Director of Admissions and Records, effective July 1, 2012 until the new Director of Admissions and Records is hired.

It was moved by Mr. Lewis, and seconded by Ms. Rodriguez, that Resolution 12-13 B-54 be approved.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 B-55 - COMPLIANCE OF CALIFORNIA VOTING RIGHTS ACT REDISTRICTING**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees accepts the recommendation as determined by the Redistricting Analysis done by Redistricting Partners of the Community College League of California, that Palo Verde Community College District does not need to move to single trustee area elections, and will remain in compliance with the California Voting Rights Act, as shown in Reference B-55.

It was moved by Mr. Lewis, and seconded by Ms. Rodriguez, that Resolution 12-13 B-55 be approved.

**ACTION ITEMS (continued)**

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 B-56 - BOARD OF TRUSTEES FINANCE AND AUDIT COMMITTEE**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves, as recommended at the Budget Development Workshop on May 10, 2012, to establish a Board of Trustees Finance and Audit Committee, comprised of 2-3 Board members to act in an advisory role to the Board of Trustees in carrying out its fiduciary responsibilities as they relate to the District's financial management and oversight of financial reporting, internal controls and compliance with legal and regulatory requirements applicable to Palo Verde Community College District operations, as shown in Reference B-56.

It was moved by Mr. Lewis, and seconded by Ms. Rodriguez, that Resolution 12-13 B-56 be approved.

There was discussion and Mr. Arneson stated this was suggested by the Accrediation Team that visited Palo Verde College in April 2012.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 B-57 - TENTATIVE BUDGET FY 2012-2013**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the tentative budget for fiscal year 2012-2013 (*shown loose in Board folders*).

It was moved by Mr. Lewis, and seconded by Ms. Rodriguez, that Resolution 12-13 B-57 be approved.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**(Addendum)**

**Resolution 12-13 B-58 – DEBT SERVICE PAYMENT TO DEUTSCHE BANK NATIONAL TRUST COMPANY**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves July 1, 2012, Debt Service Payment to Deutsche Bank National Trust Company for interest on Certificates of Participation, in the amount of \$832,174.16 (*memo of explanation to be handed at the meeting*).

It was moved by Mr. Lewis, and seconded by Dr, Thomas, that Resolution 12-13 B-58 be approved.

Discussion occurred.

**ACTION ITEMS (continued)**

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**C. Personnel**

**(Academic Administrative)**

**Resolution 12-13 C-45 - REVISED CONTRACT FOR INTERIM SUPERINTENDENT/PRESIDENT (WHITTAKER)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the contract revision for Denise Whittaker, Interim Superintendent/President of Palo Verde Community College District, pursuant to terms shown in said contract distributed to Trustees, effective July 1, 2012. Salary adjusted to reflect a 4.165% decrease (Fiscal Services Manager Memo, shown loose in folders).

It was moved by Ms. Rodriguez, and seconded by Mr. Arneson, that Resolution 12-13 C-45 be approved.

Discussion occurred.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

*(Dr. Ragan left the board room while Resolutions 12-13 C-46 through 12-13 C-49 were voted on)*

**Resolution 12-13 C-46 - INTERIM VICE PRESIDENT OF INSTRUCTIONAL AND STUDENT SERVICES NEW JOB DESCRIPTION**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the new job description for the Interim Vice President of Instructional & Student Services as a temporary combined position until a permanent organizational structure is determined by the new Superintendent/President and placement on the Academic Administrator's Salary Schedule, Row 7, Column 12, plus 10% stipend for performing the duties of two positions as shown in Reference C-46.

It was moved by Mr. Edmond, and seconded by Ms. Rodriguez, that Resolution 12-13 C-46 be approved.

Discussion occurred and Mr. Gonzales clarified.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**ACTION ITEMS (continued)**

**Resolution 12-13 C-47 - REVISED EMPLOYMENT CONTRACT FOR INTERIM VICE PRESIDENT OF INSTRUCTIONAL AND STUDENT SERVICES (RAGAN)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the contract revision for Dr. Kay Ragan from Interim Vice President of Student Services to Interim Vice President of Instructional and Student Services of the Palo Verde Community College District, pursuant to terms shown in said contract distributed to trustees, effective July 1, 2012 through December 31, 2012, on the Academic Administrator's Salary Schedule, Row 7, Column 12, plus 10% stipend for performing the duties of two positions as shown in Reference C-48; including \$1000/month housing allowance and standard Vice President travel stipend of \$500.00 per month.

It was moved by Ms. Rodriguez, and seconded by Mr. Lewis, that Resolution 12-13 C-47 be approved.

Discussion occurred, and Ms. Mitchell and Ms. Egan clarified.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 C-48 - ADMINISTRATIVE SALARY REDUCTION FOR THE INTERIM VICE PRESIDENT OF INSTRUCTION AND STUDENT SERVICES (RAGAN)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves salary reduction of 4.165% decrease, of the Interim Vice President of Instruction and Student Services effective July 1' 2012 (*Fiscal Services Manager Memo, shown loose in folders*).

It was moved by Mr. Lewis, and seconded by Ms. Rodriguez, that Resolution 12-13 C-48 be approved.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 C-49 - TWO WEEK UNPAID LEAVE FOR THE INTERIM VICE PRESIDENT OF INSTRUCTION AND STUDENT SERVICES (RAGAN)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the unpaid leave for Dr. Kay Ragan from July 17- 29, 2012, equivalent to an additional 4.165% salary reduction.

It was moved by Ms. Rodriguez, and seconded by Mr. Edmond, that Resolution 12-13 C-49 be approved.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**ACTION ITEMS (continued)**

**Resolution 12-13 C-50 - AGREEMENT BETWEEN PVCCD AND PVC CCA/CTA; INVOLUNTARY OR VOLUNTARY TRANSFER OF NON- TEACHING FACULTY TO CLASSROOM**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Agreement between PVCCD and PVC CCA/CTA for involuntary or voluntary transfer of non-teaching faculty to the classroom to meet 50% law compliance for the 2012-2013 academic year, or until further notice, effective May 30, 2012 (*shown in packet with lilac cover in Board folders*).

It was moved by Ms. Rodriguez, and seconded by Mr. Lewis, that Resolution 12-13 C-50 be approved.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 C-51 - MOU BETWEEN PVCCD AND PVC CCA/CTA; MEDICAL AND OTHER INSURANCE BENEFITS FOR SPECIFIC HEALTH PROBLEMS**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Memorandum of Understanding between PVCCD and PVC CCA/CTA concerning medical and other insurance benefits for faculty classified as having specific health problems that render them ineligible for the "Health Savings Account" portion of the Blue Cross "Lumenos" PPO, effective May 30, 2012 (*shown in packet with lilac cover in Board folders*).

It was moved by Mr. Edmond, and seconded by Ms. Rodriguez, that Resolution 12-13 C-51 be approved.

Discussion occurred, and Mr. Smith and Dr. Ragan clarified.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 C-52 - AGREEMENT BETWEEN PVCCD AND PVC CCA/CTA; EXTENSION OF CURRENT 2011-2012 AGREEMENT**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Agreement between PVCCD and PVC CCA/CTA to extend the current 2011-2012 Agreement for one year, until June 30, 2013, subject to the conditions described in the Agreement, effective May 30, 2012 (*shown in packet with lilac cover in Board folders*).

It was moved by Mr. Lewis, and seconded by Mr. Edmond, that Resolution 12-13 C-52 be approved.

Discussion occurred, and Mr. Smith clarified.

**ACTION ITEMS (continued)**

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 C-53 - MEMORANDUM OF UNDERSTANDING BETWEEN PVCCD, CSEA, AND PVC CCAICTA FOR CLASSIFIED OUT-OF- CLASS TEACHING ASSIGNMENT FOR 2012-13 TO MEET 50% LAW DEFICIENCIES**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Memorandum of Understanding between PVCCD, CSEA, and PVC CCNCTA as to the terms and conditions related to the out-of-class temporary, non-tenure track classified assignment to full-time teaching for 2012-13 to mitigate 50% Law deficiencies (*shown in packet with lilac cover in Board folders*).

It was moved by Ms. Rodriguez, and seconded by Dr. Thomas, that Resolution 12-13 C-53 be approved.

Discussion occurred, and Ms. Mitchell clarified.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 C-54 - MEMORANDUM OF UNDERSTANDING BETWEEN PVCCD, AND PVC CCAICTA FOR CLASSIFIED MANAGEMENT/ CONFIDENTIAL EMPLOYEE ASSIGNMENT FOR 2012-13 TO MEET 50% LAW DEFICIENCIES**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Memorandum of Understanding between PVCCD and PVC CCNCTA as to the terms and conditions related to the temporary, non-tenure track classified management/ confidential assignment to full-time teaching for 2012-13 to mitigate 50% Law deficiencies (*shown in packet with lilac cover in Board folders*).

It was moved by Mr. Lewis, and seconded by Mr. Edmond, that Resolution 12-13 C-54 be approved.

Discussion occurred, and Mr. Smith and Ms. Mitchell clarified.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1



**ACTION ITEMS (continued)**

*(A motion was made by Mr. Lewis, seconded by Dr. Thomas, and unanimously carried, that Resolutions 12-13 C-55 through 12-13 C-59 be combined as one motion).*

**Resolution 12-13 C-55 - INVOLUNTARY TRANSFER TO CLASSROOM ASSIGNMENT (MARTINEZ)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the involuntary transfer of Peter Martinez from full time counseling to full time faculty Business instruction as qualified per the CTA contract provisions and the MOU regarding counselor transfers, effective July 1, 2012, *(Fiscal Services Manager Memo, shown loose in folders).*

**Resolution 12-13 C-56 - INVOLUNTARY TRANSFER TO CLASSROOM ASSIGNMENT (RIVERA)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the involuntary transfer of Hortensia Rivera from full time counseling to full time faculty General Studies/Alcohol and Drug Studies as qualified instruction per the CTA contract provisions and the MOU regarding counselor transfers, effective July 1, 2012, *(Fiscal services Manager Memo, shown loose in folders).*

**Resolution 12-13 C-57 - INVOLUNTARY TRANSFER TO CLASSROOM ASSIGNMENT (HERNANDEZ)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the involuntary transfer of Victor Hernandez from full time counseling to full time faculty General Studies instruction as qualified per the CTA contract provisions and the MOU regarding counselor transfers, effective July 1, 2012, *(Fiscal Services Manager Memo, shown loose in folders).*

**Resolution 12-13 C-58 - VOLUNTARY TRANSFER TO CLASSROOM ASSIGNMENT (FRID)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the assignment of Sarah Frid as follows: July 1 through August 10, 2012 and June 3 through June 30, 2013, Outreach & Events Coordinator; August 13, 2012 through June 2, 2013, transfer to full time, one-year temporary, non-tenure track, faculty Business/Marketing instruction as qualified to provide compliance with the 50% law per the terms and conditions to be agreed upon by CTA *(Fiscal Services Manager Memo, shown loose in folders).*

**Resolution 12-13 C-59 - VOLUNTARY TRANSFER TO CLASSROOM ASSIGNMENT (ANDRADE)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the assignment of Maria G. Andrade as follows: July 1, 2012-August 10, 2012 and June 3-30, 2013, Instructional Secretary, Title III; August 13, 2012 through June 2, 2013, transfer to full time, one-year temporary, non-tenure track, faculty Alcohol and Drug Studies/Sociology instruction as qualified to provide compliance with the 50% law per the terms and conditions to be agreed upon by CTA and CSEA *{shown in packet with goldenrod cover in Board folders}.*

It was moved by Mr. Lewis, and seconded by Mr. Edmond, that Resolutions 12-13 C-55 through 12-13 C-59 be approved.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**ACTION ITEMS (continued)**

**Resolution 12-13 C-60 - RATIFICATION OF REVISED JOB DESCRIPTION FOR DIRECTOR OF FINANCIAL AID AND SCHOLARSHIPS**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the revised job description, as shown in Reference C-60, for Director of Financial Aid and Scholarships, a Classified Management position with no change to classification, a full-time, 12 month, 40 hours per week position.

It was moved by Mr. Edmond, and seconded by Dr. Thomas, that Resolution 12-13 C-60 be approved.

Discussion occurred, and Dr. Ragan clarified.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 C-61 - RATIFICATION OF REVISED JOB DESCRIPTION FOR DIRECTOR OF ADMISSIONS AND RECORDS**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the revised job description, as shown in Reference C-61, for Director of Admissions and Records, a Classified Management position with no change to classification, a full-time, 12 months, 40 hours per week position.

It was moved by Ms. Rodriguez, and seconded by Mr. Edmond, that Resolution 12-13 C-61 be approved.

Discussion occurred, and Mr. Smith and Dr. Ragan clarified.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 C-62 - RESCISSION OF SALARY FREEZE AND STEP AND COLUMN ADVANCEMENT FOR ADMINISTRATIVE, MANAGEMENT/ CONFIDENTIAL SALARY SCHEDULES**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees rescinds Resolution 11-12 C-68 ACADEMIC ADMINISTRATIVE AND MANAGEMENT/ CONFIDENTIAL SALARY SCHEDULES as stated at the Board of Trustees Meeting on October 25, 2011, and approves the rescission of salary freeze step and column advancement for Academic Administrative and Management/Confidential employees, effective July 1, 2012.

It was moved by Mr. Arneson, and seconded by Dr. Thomas, that Resolution 12-13 C-62 be approved.

**ACTION ITEMS (continued)**

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 C-63 - MEET-AND-CONFER AGREEMENT FOR CLASSIFIED MANAGEMENT/CONFIDENTIAL - 12.33% SALARY REDUCTION**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves Classified Management/Confidential employees will accept the equivalent of a 12.33% salary decrease as specified in the Meet and Confer Agreement, shown as Reference C-63.

It was moved by Mr. Edmond, and seconded by Ms. Rodriguez, that Resolution 12-13 C-63 be approved.

Discussion occurred, and Dr. Ragan and Ms. Mitchell clarified.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 C-64 - MEMORANDUM OF UNDERSTANDING BETWEEN PVCCD AND CSEA FOR THE CORRECTION OF THE CLASSIFIED SALARY SCHEDULE FOR STEP 13 JOB PLACEMENTS**

BE IT RESOLVED, that Palo Verde Community College Board of Trustees approves the CSEA MOU, to correct the Classified Salary Schedule for Step 13 job placements.

Background: In 2006-07, a revised Classified Salary Schedule was approved. To accommodate the minimum 2% salary increase provided to all classified employees through the new salary schedule, the new Step 13 was identified for employees at the old Step 32. Although an omission was made and corrected for an employee (Richard Soto) who was not advanced to Step 13, the backup documentation was not corrected at that time.

The Board's approval of this item corrects the Classified Salary Schedule to meet the terms and agreements made in 2006 (*shown in packet with goldenrod cover in Board folders*).

It was moved by Mr. Lewis, and seconded by Mr. Edmond, that Resolution 12-13 C-64 be approved.

Discussion occurred, and Ms. Mitchell clarified.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**ACTION ITEMS (continued)**

**Resolution 12-13 C-65 - MEMORANDUM OF UNDERSTANDING BETWEEN PVCCD AND CSEA FOR THE CORRECTION OF PROPER DOCUMENTATION AND SUBSEQUENT PLACEMENT ON CLASSIFIED SALARY SCHEDULE - 2 EMPLOYEES (SOTO; WOODS)**

BE IT RESOLVED, that Palo Verde Community College Board of Trustees approves the CSEA MOU to correct an omission and subsequent error from the 2006-07 CSEA negotiated salary schedule revision, approve the documentation and correct placement on the Classified Salary Schedule for the classified employees as shown below: *(shown in packet with lilac cover in Board folders)*.

Richard Soto      Step 13  
Suzanne Woods    Step 13

Background: In 2006-07, all classified employees were provided no less than a 2% salary increase through the transition to the revised Classified Salary Schedule. Employees at the old Step 32 were intended to be placed on the new Step 13 to maintain the 2% minimum increase agreement. An error was made in the placement for one (Richard Soto) employee. When the error came to the attention of CSEA and the District, the correction was made to the employee's salary, but not to the documentation to correct the change. Because the documentation was not amended to reflect this change, when another classified employee,

Suzanne Woods, was reclassified, the salary placement was also incorrect because the incorrect salary placement information was used. To correct the omission of proper documentation for Richard Soto's salary placement in 2006 and to correct the incorrect placement of Suzanne Woods' placement, it is recommended by CSEA ,and accepted by the District, to validate and correct both of their salaries at Step 13, and to correct the backup documentation to the salary schedule for future placements for accuracy.

Job descriptions will be changed accordingly.

It was moved by Dr. Thomas, and seconded by Mr. Edmond, that Resolution 12-13 C-65 be approved.

Discussion occurred, and Ms. Mitchell clarified.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 C-66 - MEMORANDUM OF UNDERSTANDING BETWEEN PVCCD AND CSEA FOR THE CONVERSION OF PAYROLUBENEFITS COORDINATOR FROM CLASSIFIED BARGAINING UNIT POSITION TO MANAGEMENT/CONFIDENTIAL**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the CSEA MOU for the conversion of Payroll/Benefits Coordinator from Classified Bargaining Unit Position to a Management/Confidential position, a full time, 12 month, 40 hour per week position, Row 1, Step 7 of the Classified Management/Confidential Salary Schedule *(shown in packet with lilac cover in Board folders)*.

**ACTION ITEMS (continued)**

It was moved by Dr. Thomas, and seconded by Mr. Edmond, that Resolution 12-13 C-66 be approved.

Discussion occurred, and Mr. Smith clarified.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 C-67 - MEMORANDUM OF UNDERSTANDING CLASSIFIED CONCESSION**  
**3.85% SALARY REDUCTION FOR 2012-2013**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves Memorandum of Understanding to reduce the Classified Salary Schedule 3.85% as a negotiated salary decrease for 2012-13 (*shown in packet with lilac cover in Board folders*).

It was moved by Mr. Lewis, and seconded by Mr. Edmond, that Resolution 12-13 C-67 be approved.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 C-68 - PVCCD AND CSEA SUCCESSOR AGREEMENT JULY 1, 2012 - JUNE 30, 2014**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the negotiated CSEA Successor Agreement effective July 1, 2012- June 30, 2014, (*shown in packet with lilac cover in Board folders*).

It was moved by Mr. Edmond, and seconded by Ms. Rodriguez, that Resolution 12-13 C-68 be approved.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 C-69 - NEW JOB DESCRIPTION FOR BUSINESS SERVICES ADMINISTRATIVE ASSISTANT**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the job description for Business Services Administrative Assistant, as approved by CSEA, as shown in Reference C-69, a full time, 12 month, 8 hours per day classified position, Classification 7 on the Classified Salary Schedule.

It was moved by Dr. Thomas, and seconded by Ms. Rodriguez, that Resolution 12-13 C-69 be approved.

**ACTION ITEMS (continued)**

Discussion occurred, and Dr. Ragan and Ms. Mitchell clarified.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-07 C-70 - ACCEPTANCE OF THE CSEA VOLUNTARY INCENTIVE OPTIONS**

BE IT RESOLVED, that the Interim Superintendent/President accepts the CSEA Voluntary Incentive action as submitted in lieu of 2012-13 additional salary reductions to the Classified employees as shown:

Name	Title	Incentive Option	<u>Effective Date</u>
Arneson, F. Ted	Trustee	F Insurance Opt Out	July 1, 2012-13
Attaway, Vicki	Retiree	F Insurance Opt Out	July 1, 2012-13
Ayala, Jesus	Maint./Grounds. II	C 10.5 Months	July 1, 2012
Ayala, Raul	Maint./Grounds I	Resignation	December31,12
Bernal, Leonardo	Groundskeeper	C 10.5 Months	July 1, 2012
Burgeson, Sharron	Nrsg/Alld Hlth Coord.	C 10.5 Months	July 1, 2012
Burton, Samuel	Trustee	F Insurance Opt Out	July 1, 2012-13
Copple, M. Mickey	Retiree	F Insurance Opt Out	July 1, 2012-13
Currier, Erin	Adm.Srv. Tech	Resignation	December 31,12
Dagnino, Irma	Coop.Work Exp.	F Insurance Opt Out	July 1, 2012-13
Edmond, Lincoln	Trustee	F Insurance Opt Out	July 1, 2012-13
Egan, Eric	Asst. Dir. IT	F Insurance Opt Out	July1-Dec.31,12
Egan, Russi	Fiscal Srvs Mng.	F Insurance Opt Out	July 1, 2012-13
Flores, Henry	Student Srvcs. Tech	A Summer Vac.	July 1, 2012
Gallan, L. Louise	Retiree	F Insurance Opt Out	July 1, 2012-13
Garcia, Alejandro	Instructor	F. Insurance Opt Out	July 1, 2012-13
Garcia, Laura	Instr. Srvs.Secretary	Resignation	December31,12
Garcia, Laura		F Insurance Opt Out	July1-Dec.31,12
Gonzales, Edmundo	Trustee	F Insurance Opt Out	July 1, 2012-13
Gulliver, Francisco	Maint./Grounds I	C 10.5 Months	July 1, 2012
Hamilton, Shelley	Asst. Registrar	F Insurance Opt Out	July 1, 2012-13
Johnson, M. Jeanie	Exec. Secretary	C 10.5 Months	July 1, 2012
LaVigne, Steve	DSP&S,DSSS	Resignation	December 31,12
Lewis, Jerry	Trustee	F Insurance Opt Out	July 1, 2012-13
Lin, Carina	Coop Work Exp.	Resignation	December 31,12
Lujano, Lorenzo	Int.Coord.Dist Lmg.	F Insurance Opt Out	July 1, 2012-13
Lujano, Virginia	Exec. Sec.V.P. SS	B Summer/Holiday	July 1, 2012
Mann, Cristen	Drct. Needles	Resignation	December31,12
Mendez, Diana	Asst.Financial Off.	F Insurance Opt Out	July 1, 2012-13
Nail, Gregory	Instructor/Retiree	F Insurance Opt Out	July 1, 2012-13
Naranjo-Hamblen, Ida	DSP&S Secretary	C 10.5 Months	July 1, 2012-13
Naranjo-Hamblen, Ida	F Insurance Opt Out		July 1, 2012-13
Pullen, Mel	DSP&S/IT Tech	F Insurance Opt Out	July 1, 2012-13
Pullen, Mel	C 10.5 Months		July 1, 2012
Rayner, Leslie	Inst. Srvs. Secretary	C 10.5 Months	July 1, 2012

**ACTION ITEMS (continued)**

Richards, Corina	Exec. Sec.V.P. Adm.	Resignation	December 31,12
Richards, Corina		F Insurance Opt Out	July1-Dec.31,12
Rodriguez, Diana	V.P. SS	Resignation	December31, 12
Spechtenhauser, G. Dan	Network Tech.	F Insurance Opt Out	July 1, 2012-13
Woods, Suzanne	A and R Specialist	F Insurance Opt Out	July 1, 2012-13

It was moved by Ms. Rodriguez, and seconded by Mr. Edmond that Resolution 12-13 C-70 be approved.

Dr. Thomas indicated that his name will be added to this list.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

*(The following Resolution was amended)*

**Resolution 12-13 C-71 - TEMPORARY OUT-OF-CLASS ASSIGNMENT TO ASSUME EXTRA FISCAL DUTIES AND RESPONSIBILITIES ASSOCIATED WITH THE VICE PRESIDENT OF ADMINISTRATIVE SERVICE'S POSITION (R. EGAN)**

BE IT RESOLVED, that the Palo Verde Community College District Board of Trustees approves that Russi Egan, Fiscal Services Manager, ~~Row 6, Step on the Classified Management/Confidential salary schedule be temporarily paid out of class at Row \_\_\_ Step~~ BE TEMPORARILY PAID 5% STIPEND effective July 1, 2012 to perform extra fiscal duties that were previously assigned to the Vice President, Administrative Services meeting Chancellor's Office and Accreditation compliance concerns regarding fiscal management stability and oversight.

Justification: Over the past year, Ms. Egan has assumed all of the fiscal oversight and management responsibilities that were previously assigned to the Vice President of Administrative Services including but not limited to: complete budget oversight for managing and balancing the College's budget; provides detailed projections and scenarios regarding budget planning; oversees purchasing, account receivables and payables, quote and bid process, and monthly expenditure accounting; generates, analyzes, and validates the accuracy of budget reports; maintains compliance with TRANS, COP, and other regulatory components of the budget; generates and projects monthly cash flow reports and takes appropriate action to ensure the timely payment of the College's monthly bills and obligations; works closely with the auditors in validating the accuracy of budget information and compliance; ensures the College is following GASB, Chancellor Office, and Accreditation standards regarding fiscal management; generating budget presentation and training materials; provides leadership and direction in the development of the annual budget; etc. The level of budget sophistication and accountability that is required to maintain financial stability is significant and Ms. Egan is working at the level described.

It was moved by Ms. Rodriguez, and seconded by Mr. Edmond that Resolution 12-13 C-71 be approved.

Discussion occurred, and Ms. Mitchell clarified and the Resolution was amended as stated above.

**ACTION ITEMS (continued)**

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 C-72 - COUNSELOR WORKING DURING SUMMER 2012 (H. RIVERA)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies that Hortensia Rivera work during Summer 2012 to cover counseling duties for the TRiO Grant at the adjunct hourly rate of \$53.20 per hour for 35 hours per week for 7 weeks. Effective June 11, 2012.

It was moved by Mr. Arneson, and seconded by Ms. Rodriguez that Resolution 12-13 C-72 be approved.

Discussion occurred, and Dr. Ragan clarified.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**D. MISCELLANEOUS**

**Resolution 12-13 D-25 - GOVERNING BOARD MEMBER BIENNIAL ELECTION**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves two sets of resolutions (for both Riverside County and San Bernardino County) ordering consolidated governing board member biennial election, specifications of the election order, and request for consolidation for governing board member election to be held on November 6, 2012, as shown in Reference D-25. Past practice has been that candidates cover their own election costs, i.e. filing fees, advertising and other cost. Therefore the Interim Superintendent/President is recommending that Option 2 be crossed off as the paragraph that does not apply.

It was moved by Mr. Arneson, and seconded by Dr. Thomas that Resolution 12-13 D-25 be approved.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 D-26 - BOARD OF TRUSTEES SELF-EVALUATION AND GOAL SETTING DOCUMENTS FOR 2012-2013**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the evaluation documents, shown loose in Board of Trustee folders only, to conduct the Board of Trustees annual Self Evaluation and Goal Setting at the August 14, 2012, meeting.

It was moved by Dr. Thomas, and seconded by Mr. Edmond that Resolution 12-13 D-26 be approved.



**ACTION ITEMS (continued)**

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**Resolution 12-13 D-27 – TRUSTEE EXCUSED ABSENCE FROM BOARD MEETING**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the excused absence, per Board Policy 2725, for purposes of compensation, of Trustee Sam Burton and Student Trustee Frannie Gregory from the PVCCD Board of Trustees Regular Meeting on May 22, 2012.

It was moved by Dr. Thomas, and seconded by Mr. Arneson that Resolution 12-13 D-27 be approved.

Discussion occurred, and Ms. Mullion clarified.

Student Advisory	<u>Yes</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

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

None.

**ADJOURN TO CLOSED SESSION**

The Board of Trustees and Dr. Ragan, Interim Vice President of Student Services, adjourned to closed session at 7:10 p.m. to discuss the following:

1. CONFERENCE WITH LABOR NEGOTIATOR  
Negotiator: Denise Whittaker  
Employee Organizations: CSEA, CTA, Classified Management/Confidential  
Non-represented Employees: Vice Presidents
2. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE  
Government Code Section 54957
3. REAL PROPERTY  
Parcel of Land on Chanslor Way

**RECONVENE TO OPEN SESSION**

The Board of Trustees and Dr. Ragan, Interim Vice President of Student Services, reconvened to Open Session at 8:13 p.m. and reported the following from Closed Session:

1. A motion was made by Mr. Lewis, and seconded by Mr. Edmond, to rescind the resignation of William Smith, Vice President of Instructional Services, and accept his willingness to give up his participation in the SERP retirement program.

**RECONVENE TO OPEN SESSION (continued)**

Student Advisory	<u>Not Present</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

2. A motion was made by Dr. Thomas, and seconded by Ms. Rodriguez, to settle the Vice President of Instructional Services contract with William Smith for \$100,000, to be paid in \$25,000 payments over four years, consistent with language to be developed by legal counsel.

Student Advisory	<u>Not Present</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

3. A motion was made by Mr. Arneson, and seconded by Dr. Thomas, to reassign William Smith to a fulltime teaching position, consistent with the appropriate placement on the salary schedule, and subject to any other negotiated conditions under the CTA contract.

Student Advisory	<u>Not Present</u>	Edmond	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Gonzales	<u>Yes</u>	Thomas	<u>Yes</u>
Burton	<u>Absent</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No 0 Abstain 0 Absent 1

**ADJOURNMENT**

The meeting was adjourned at 8:14 p.m.

The next Regular Meeting scheduled for July 24, 2012, has been cancelled.

The next Regular Meeting will be held on Tuesday, August 14, 2012 in Blythe, CA.

**Minutes approved at the August 14, 2012  
Regular Meeting of the Board of Trustees**

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**Interim Secretary of the Board**