

**PALO VERDE COMMUNITY COLLEGE DISTRICT**  
**SPECIAL MEETING**  
**BOARD OF TRUSTEES**  
**Tuesday, July 9, 2013**  
**4:30 p.m.**  
**One College Drive in Blythe – PE First Aid Room**

**Meeting 13-12**

**MINUTES**

**I. OPENING OF MEETING**

1. Call to Order

The Special Meeting of the Board of Trustees was called to order by the Vice President of the Board, Dr. Thomas, at 4:35 p.m.

2. Flag Salute

The Salute to the American Flag was led by Dr. Thomas, Vice President of the Board.

3. Roll Call

Trustees Present: Millie Rodriguez, President (*arrived at 4:45 p.m.*)  
George Thomas, Vice President  
Ted Arneson, Clerk of the Board  
Lincoln Edmond, Trustee  
Ned Hyduke, Trustee  
Alex Munoz, Student Trustee

Administrators Present: Donald G. Wallace, Ph.D., Superintendent/President  
Sharon Jones, Interim Vice President of Instructional  
and Student Services  
Russ Egan, Chief Business Officer

Absent: Ed Gonzales, Trustee; Jerry Lewis, Trustee

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

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

4. Approval of the Agenda for this meeting.

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

**II. HEARING OF CITIZENS (AGENDA AND NON-AGENDA ITEMS)**

*Members of the public have this opportunity to directly address the Board on agenda items, subject to a five (5) minute time limitation per individual. Pursuant to the Brown Act Government Code Section 54954.2(a): "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."*

Refer to the end of this meeting.

**III. ANNOUNCEMENT OF RECUSAL FROM AGENDA ITEMS**

*The Interim 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.

**IV. CLOSED SESSION -**

The Board of Trustees, Dr. Wallace, Superintendent/President, Ms. Jones, Interim Vice President of Instructional and Student Services, and Ms. Egan, Chief Business Officer, recessed to Closed Session at 4:37 p.m. to discuss the following:

1. Conference with Labor Negotiator, Dr. Don Wallace;  
Employee Group: CCA/CTA, CSEA, Classified Management/Confidential, and Non-Represented Employees.
2. Real Property – Spring Street Sale

**V. RECONVENE TO OPEN SESSION**

The Board of Trustees, Dr. Wallace, Superintendent/President, Ms. Jones, Interim Vice President of Instructional and Student Services, and Ms. Egan, Chief Business Officer, reconvened to Open Session at 5:05 p.m. and announced no action had been taken.

**VI. INFORMATION ITEM - None**

**VII. ACTION ITEMS**

**PERSONNEL**

**RESOLUTION 13-12 C-84 - FRIENDLY UNIT MODIFICATION MOU BETWEEN PVCCD AND CSEA REGARDING THE REASSIGNMENT OF CLASSIFIED EMPLOYEE TO CLASSIFIED MANAGEMENT**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Friendly Unit Modification MOU which maintains the “Student Activities/CalWorks Coordinator” in the classified bargaining unit upon the administrative reassignment into Classified Management of the employee currently holding the position (Staci Lee) as shown in Reference C-84.

It was moved by Mr. Arneson, and seconded by Dr. Thomas, that Resolution 13-12 C-84 be approved.

Discussion occurred and Ms. Egan clarified.

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

Motion carried; Aye 7 No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**VII. ACTION ITEMS CONTINUED**

**RESOLUTION 13-12 C-85 - ADMINISTRATIVE ASSIGNMENT FROM CLASSIFIED STAFF TO CLASSIFIED MANAGEMENT/CONFIDENTIAL POSITION (LEE)**

BE IT RESOLVED, that due to the complexities, liabilities, and level of current and newly assigned job duties of the Student Activities/CalWorks Coordinator to include the coordination and management of Civic Center Rentals and Outreach and Events, Palo Verde Community College District Board of Trustees approves the administrative transfer of Staci Lee from Classified Staff to Classified Management/Confidential in the position of Student Development and Civic Center/Events Manager, a full time, 12 month position, on Row 3, Step 6 of the Classified Management/Confidential Salary Schedule, with duties as shown in the revised job description which were approved by the Board on June 25, 2013 included in Reference C-85, effective July 10, 2013.

It was moved by Mr. Edmond, and seconded by Dr. Thomas, that Resolution 13-12 C-85 be approved.

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

Motion carried; Aye 7 No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**RESOLUTION 13-12 C-86 - MOU AGREEMENT BETWEEN CSEA, CHAPTER #180 AND PVCCD REGARDING COLLEGE CLOSURES FOR 2013-14**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the MOU between CSEA, Chapter #180 and PVCCD verifying the closures and mandatory use of vacation, accrued overtime, floating holidays, if agreed upon, or accrued comp time for the designated days listed in which the College will be closed in 2013-14 as shown in Reference C-86:

- December 23, 2013
- January 3, 2014
- March 17, 18, and 19, 2014

The 2013-14 calendar has previously been approved by the Board and included these designated closure dates.

It was moved by Mr. Arneson, and seconded by Mr. Hyduke, that Resolution 13-12 C-86 be approved.

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

Motion carried; Aye 7 No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**RESOLUTION 13-12 C-87 – MOU EXTENSION OF CLASSIFIED EMPLOYEE TO TEACH SUMMER AND FALL, 2013 (GAMEZ)**

BE IT RESOLVED, that, due to the need for a qualified ESL teacher and to meet unmet instructional needs in ESL, Palo Verde Community College District Board of Trustees approves the MOU between CSEA, Chapter #180 and PVCCD permitting Maria Gamez to teach, in lieu of her classified position, for summer and fall 2013, through December, 2013 as shown in Reference C-87.

**VII. ACTION ITEMS CONTINUED**

It was moved by Mr. Edmond, and seconded by Dr. Thomas, that Resolution 13-12 C-87 be approved.

Discussion occurred and Ms. Jones clarified.

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

Motion carried; Aye 7 No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**RESOLUTION 13-12 C-88 - MOU LAYOFF AGREEMENT AND NOTICE OF TITLE III GRANT ENDING AND SUBSEQUENT NOTICE OF LAYOFF FOR TITLE III GRANT- FUNDED POSITIONS (CERVANTES, VASQUEZ, GUERRA, WILLIAMS)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the termination of the Title III federal grant on September 30, 2013 and in compliance with CSEA, Chapter 180, Article 9, Section 2 and Education Code § 88017, provides layoff notices to the following Title III temporary employees as shown in Reference C-88:

- Pablo Cervantes
- Matthew Vasquez
- Emmanuel Guerra
- Michael Williams

It was moved by Dr. Thomas, and seconded by Mr. Hyduke, that Resolution 13-12 C-88 be approved.

Discussion occurred and Ms. Egan clarified.

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

Motion carried; Aye 7 No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**RESOLUTION 13-12 C-89 - NOTICE OF LAYOFF AND BUMPING RIGHTS FOR TITLE III GRANT- FUNDED POSITIONS (MARTIN)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the termination of the Title III federal grant on September 30, 2013, and in compliance with CSEA Chapter 180, Article 9, Sections 2 and 4, and Education Code § 88017, provides layoff notice and subsequent bumping rights to Jonathan Martin from Title III funded "Temporary Title III Educational Technologist" to "Help Desk Technician I" effective October 1, 2013 as shown in Reference C-88.

It was moved by Mr. Hyduke, and seconded by Mr. Edmond, that Resolution 13-12 C-89 be approved.

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

Motion carried; Aye 7 No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**VII. ACTION ITEMS CONTINUED**

**RESOLUTION 13-12 C-90 - MOU AND CONTRACT AGREEMENT FOR 2013-14 BETWEEN CSEA, CHAPTER #180 AND THE PVCCD**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees accepts and approves the MOU and Contract Agreement for 2013-14 between CSEA, Chapter #180 and PVCCD as shown in Reference C-90:

It was moved by Dr. Thomas, and seconded by Mr. Hyduke, that Resolution 13-12 C-90 be approved.

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

Motion carried; Aye 7 No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**RESOLUTION 13-12 C-91 - MOU BETWEEN CSEA, CHAPTER #180 AND PVCCD TO APPROVE THE FINANCIAL AID REORGANIZATION**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the MOU between CSEA, Chapter #180 and PVCCD to approve the reorganization of Financial Aid as shown in Reference C-88:

It was moved by Mr. Arneson, and seconded by Mr. Edmond, that Resolution 13-12 C-91 be approved.

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

Motion carried; Aye 7 No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**RESOLUTION 13-12 C-92 - REORGANIZATION OF FINANCIAL AID**

To provide greater service to students and as approved and recommended by administration and as approved and supported by CSEA, BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the re-organization, effective as shown below and in Reference C-92:

7-11-13	J. Marquez
10-1-13	J. Martin and H. Flores
12-26-13	R. Nelson pending degree completion with timely implementation as

<b>Current Financial Aid Staffing:</b>	<b>Proposed Reorganization of Financial Aid Staffing:</b>
♦ FA Secretary	♦ Eliminate
♦ FA Tech I	♦ Move current FA Secretary to Tech I position
♦ FA Tech II unfilled/vacant [current FA Tech I is working out-of-class in this position]	♦ No change – maintain unfilled Tech II position
♦ FA Assistant to the FA Officer (vacant)	♦ Eliminate
Net Change: There are currently 4 classified positions in FA. Reorganization maintains same number with improved service to meet work demands.	♦ Create new Tech III – move current staff
	♦ Create new FA Computer Applications Tech I and laterally transfer classified employee subject to “bumping” due to Title III grant ending

**VII. ACTION ITEMS CONTINUED**

It was moved by Mr. Arneson, and seconded by Mr. Hyduke, that Resolution 13-12 C-92 be approved.

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

Motion carried; Aye 7 No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**RESOLUTION 13-12 C-93 - APPROVAL OF REVISED FINANCIAL AID JOB DESCRIPTIONS**

Consistent with the reorganization of the Financial Aid Office, and as approved by Administration and CSEA, BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the revised Financial Aid Tech I, Financial Aid Tech II, Financial Aid Tech III, and Financial Aid Computer Applications Tech I job descriptions as shown in Reference C93:

It was moved by Dr. Thomas, and seconded by Mr. Edmond, that Resolution 13-12 C-93 be approved.

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

Motion carried; Aye 7 No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**RESOLUTION 13-12 C-94 - APPROVAL OF INDIVIDUALS SERVING IN THE ABSENCE OF THE SUPERINTENDENT/PRESIDENT**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the following on-going (does not have to be approved annually) order for those serving in the absence of the Superintendent/President:

- 1<sup>st</sup> Vice President of Instruction or Chief Instructional Officer
- 2<sup>nd</sup> Chief Business Officer
- 3<sup>rd</sup> Vice President of Student Services or Chief Student Services Officer
- 4<sup>th</sup> Director of Human Resources
- 5<sup>th</sup> Director of Information Technology
- 6<sup>th</sup> Director of Admissions and Records
- 7<sup>th</sup> Director of Financial Aid

It was moved by Mr. Edmond, and seconded by Dr. Thomas, that Resolution 13-12 C-94 be approved.

Discussion occurred and Dr. Wallace clarified.

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

Motion carried; Aye 7 No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

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

Mr. Raman, President of Academic Senate, welcomed Dr. Wallace to Palo Verde College, and stated Academic Senate looks forward to working closely with the new President. Mr. Raman also thanked Ms. Jones, Interim Vice President of Instructional and Student Services, for her service.

Mr. Soto, President of CTA, welcomed Dr. Wallace and thanked Ms. Egan, Ms. Jones, and Ms. Whittaker, for the friendly spirit and professionalism during negotiations.. Mr. Soto also thanked the Governing Board for approving the MOU's on this Agenda.

Dr. Wallace thanked the Governing Board for their confidence in choosing him as the CEO of Palo Verde College, and also thanked Ms. Whittaker for her eighteen months of service. Dr. Wallace stated he has been getting out in the community, attending Rotary Club and the 4<sup>th</sup> of July celebration at the Colorado River Fairgrounds. He has met several City of Blythe dignitaries and is looking forward to attending a Blythe Chamber of Commerce meeting. He has also been enjoying the local restaurants and businesses. Dr. Wallace thanked the Governing Board and stated he is glad to be here.

## **VIII. ADJOURNMENT**

The meeting was adjourned at 5:29 p.m.

The next Regular Meeting will be held on Tuesday, August 13, 2013 at 5:00 p.m.

A Budget Study Session will be held on Tuesday, August 27, 2013 at 4:30 p.m. to review the Final Budget and Discuss the Board's Self-Evaluation

**Minutes approved at the August 13, 2013  
Regular Board Meeting.**

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**Donald G. Wallace, Ph.D., Secretary of the Board**