

PALO VERDE COMMUNITY COLLEGE DISTRICT
REGULAR MEETING
BOARD OF TRUSTEES
Tuesday, February 11, 2014
5:00 p.m.
One College Drive in Blythe – CL 101
(ITV held at Palo Verde College Needles Center – 725 W. Broadway, Needles, CA)

Meeting 14-03

MINUTES

I. OPENING OF MEETING

1. Call to Order

The Regular Meeting of the Board of Trustees was called to order by the President of the Board, Ms. Rodriguez, at 5:04 p.m.

2. Flag Salute

The Salute to the American Flag was led by Mr. Munoz, Student Trustee.

3. Roll Call

Trustees Present:

Millie Rodriguez, President
George Thomas, Vice President
Ned Hyduke, Clerk of the Board
Ted Arneson, Trustee
Lincoln Edmond, Trustee
Ed Gonzales, Trustee
Jerry Lewis, Trustee
Alex Munoz, Student Trustee

Administrators Present:

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

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 Minutes of the Study Session of January 14, 2014.

It was moved by Mr. Arneson, seconded by Mr. Hyduke, and unanimously carried, that the Minutes of the Regular Meeting of January 14, 2014 be approved.

5. Approval of the Minutes of the Regular Meeting of January 21, 2014.

It was moved by Dr. Thomas, seconded by Mr. Gonzales, and unanimously carried, that the Minutes of the Regular Meeting of January 21, 2014 be approved.

6. Approval of the Agenda for this meeting.

Dr. Wallace requested to amend Resolution 14-03 C-11 – EMPLOYMENT OF ESL/CIS/NBE INSTRUCTOR (GAMAZ). "Step 1I" should be "Step II".

It was moved by Mr. Lewis, seconded by Mr. Gonzales, and unanimously carried, that the Agenda be approved as amended.

II. HEARING OF CITIZENS (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."

None.

III. ANNOUNCEMENT OF RECUSAL FROM AGENDA ITEMS

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.

Dr. Thomas recused himself from Resolution 14-03 A-02.

Mr. Edmond recused himself from Resolution 14-03 D-05.

IV. RECESS TO CLOSED SESSION *(refer to the end of this meeting)*

V. RECONVENE TO OPEN SESSION *(not applicable)*

VI. PUBLIC NOTICE/HEARING

None.

VII. PRESENTATION

1. Accreditation 2014 Update; Accreditation and Governing Board Roles and Responsibilities - Brian Thiebaut, Accreditation Liaison Officer *(Board of Trustees will refer to their Professional Development Binder).*

Mr. Thiebaut stated that members of the Accreditation Team will likely attend the Board meeting on March 11, 2014. The Governing Board was encouraged to review the Self Evaluation, paying special attention to sections 4a and 4b. Mr. Thiebaut also suggested the Trustees review the Trustee Handbook contained in their Professional Development Binder. An article from ACCJC News Summer 2012 titled "Accreditation and Governing Board Roles and Responsibilities", contained in the Professional Development Binder, was discussed. Key issues from the article pertaining to Board responsibilities were highlighted as follows:

- Early training, and regular re-training for every Board member,
- Clear understanding on the policy role of Governing Board,
- Pay serious attention to external financial and Accreditation reports,
- Adopt and enforce strong policies on ethics and conflict of interest,
- Remember an institutional Governing Board is not a city council,
- Actively review and adapt the institutional Mission Statement,

Mr. Thiebaut commented on "Trends in Deficiencies Leading to Sanction" from the ACCJC article which stated that statistics show an increase in Board sanctions from 46% in 2009 to 71% in 2012.

Discussion occurred and Mr. Thiebaut encouraged the Governing Board to review the Self Study in preparation for the Accreditation Team visit on March 10-13, 2014.

VIII. DISCUSSION

1. Board of Trustees meetings held at Palo Verde College Needles Center, Needles, CA.

Discussion occurred and the Governing Board agreed to conduct the April Board of Trustees meeting from the PVC Needles Center, Needles, CA. Exact date will be determined and notification will be sent out.

2. First Reading of revised Board Policy 7120, Recruitment and Selection *(shown as Reference VIII.2).*

No discussion occurred.

3. First Reading of revised Board Policy 7250, Educational Administrators *(shown as Reference VIII.3).*

No discussion occurred.

IX. REPORTS

1. Associated Student Government – Alex Munoz, Student Trustee
 - The ASG February Newsletter “Message in a Bottle” was given to all the Board members.
 - Upcoming events include a volleyball tournament, Blythe’s Got Talent, and Miss Teen. These are great events that the community can participate in, and it provides the opportunity for the community to see our campus.
 - The Biggest Loser Fundraiser raffle is taking place.
2. Academic Senate - Biju Raman, President
 - Wished Trustee Edmond a happy birthday.
 - Academic Senate’s interaction with other departments on campus were reviewed and discussed. To help meet the target of 1800 FTES, Division Chairs and faculty members have been notified that scheduling for summer, fall and spring 2015 will be done before February 28. The Office of Instruction can then publicize the information to make sure the college is on target in obtaining FTES.
3. CSEA, Chapter 180 - Richard Soto, President, turned his time over to Michael Bilbrey, State Association President of CSEA.
 - Mr. Bilbrey thanked Mr. Munoz, Student Trustee, for giving him a tour of the campus. Mr. Bilbrey stated he is a classified employee from Citrus Community College, and understands budget issues and the issues faced by the Board of Trustees. Mr. Bilbrey also stated that the whole Association is behind their local leaders, and some of the things that have happened at PVCCD concern him and the Board of Directors. He has made it a point to come to this meeting to show CSEA members they have support, and to show the Board of Trustees the CSEA Association supports their members. Mr. Bilbrey stated that CSEA has quite an arm of political power within the State of California in regards to issues in education, Local Control Funding Formula (LCFF), and community colleges.

CSEA is very concerned about several issues at Palo Verde College, one of them being the arbitration process that is going on with Ms. Rory Nelson. CSEA does not take arbitrations lightly; it goes through an extensive process through various parts of the Association, including the legal department, and

this has been done in Ms. Nelson's case. CSEA strongly feels this is an egregious termination, and CSEA intends to take this all the way. CSEA is here to help their members.

IX. REPORTS (continued)

CSEA community college members from across the State watch very closely the list of community colleges with sanctions and who are on probation, and CSEA encourages PVCCD to go through the accreditation process fully. Mr. Bilbrey understands that Palo Verde College is using the shared governance process, but it could be better. Districts that collaborate are most successful. The drop in FTES is a concern, and classified employees understand the seriousness of this. Mr. Bilbrey encouraged the Governing Board to work with and listen to the ideas of CSEA members. Classified employees are often the invisible infrastructure of education; they support what teachers and administration do. Mr. Bilbrey stated there are health and welfare cost savings that could be done, and he encouraged the District to collaborate and engage in the bidding process. Mr. Bilbrey commented he was quite surprised that Palo Verde College does not have a bookstore, as the bookstore is the link to the campus.

Mr. Bilbrey challenged the Trustees to make sure they understand what classified employees do and stated that true leadership is four things - trust, respect, understanding, and enjoying what you do. CSEA is here to make a difference, and wants to work together to make sure this happens.

4. CCA/CTA - Derek Copple, President

- CTA has some concerns about the prison contract in regards to hiring faculty. Ms. Jones will provide a copy of the contract to CTA, they will get legal opinion, and then move forward as soon as possible.
- CTA appreciates a vote of approval for the three faculty members mentioned on this agenda for employment, but there is concern about not following correct hiring processes which lead to this. It was brought to the attention of the District numerous times that Ed. Code was not being followed.

Discussion occurred and Mr. Copple thanked the Governing Board.

5. Don Wallace - Superintendent/President

- College update emails have been sent out.
- Palo Verde College will host the Region IX CEO Meeting on March 7, 2014.
- Mr. C.M. Brahmbhatt spoke to the college community today, and reminded everyone the most important goal is recapturing FTES. Dr. Wallace appreciates that college constituency leaders agree that FTES are most important. Dr. Wallace thanked and commended Mr. Brahmbhatt for advice and guidance.
- The leadership of the three constituencies; CTA, CSEA, and Academic Senate, is very much appreciated. These leaders are always professional, cordial, and respectful.

6. Sharon Jones - Interim Vice President of Instructional and Student Services

- FTES are not quite 1300, and does not include summer. The P1 report was estimated at 1400 FTES. Mr. Brahmbhatt suggested that the college use summer FTES from this year and apply it to 2014-2015 academic year, which is our last year to restore, in order to maximize our FTES.

Discussion occurred and Mr. Arneson stated the college must find out why

the FTES have declined, and work on outreach to bring them up. Ms. Jones stated that FTES for correspondence courses and face to face classes have declined. Dr. Wallace stated that an impact study is on the “to do” list, and that Mr. Brahmbhatt would like to recommend a marketing consultant for the

IX. REPORTS (continued)

college in order to help with outreach. Dr. Wallace will follow up on this and, a recommendation could be forthcoming to the board. Dr. Thomas and Mr. Arneson strongly expressed the need to be more visible on the Palo Verde High School campus, and the need for non-credit classes.

- Online enrollments and attrition rates have been low. Focus will be on improving the college’s online product, and possibly making the Needles Center the origin location for all of the online courses.
- Enrollment in ITV classes that originate from Needles Center has dropped. It also appears that ITV technology works better when Needles Center is the receiving end, instead of the originating point.
- Ms. Munguía, Interim Director of Needles Center, has been designated to handle AB 86, which is the adult education bill. Funding will be approximately \$165,000.
- The California Department of Corrections and Rehabilitation (CDCR) contract is in the final stages of being completed. With this contract, CDCR will decide on the curriculum they are going to offer, and Palo Verde College would be the contracted provider for CDCR’s curriculum. CDCR has dictated what minimum qualifications will be for teachers of the curriculum, and they are not the same standards that the college expects of faculty. CDCR’s minimum qualification to teach is an AA. All of the costs of this program, including salaries and benefits, will be covered in the contract. This is a wonderful outreach for the college with the possibility of more FTES.

7. Russi Egan - Chief Business Officer

- General Fund Cash Analysis for January 2014. Ms. Egan provided explanation and answered questions from the Trustees.
- General Fund Comparative Statement of Revenue and Expenses January 2014. Ms. Egan provided explanation and answered questions from the Trustees.
- C.M. Brahmbhatt, Financial Consultant
- The quarterly financial report to the State of California went out today.
- 1,044 - 1098’s have been sent out.
- The Business Office is currently working on two Public Records Act requests.
- ACCJC financial report will be submitted by Friday, February 14, 2014.
- 1099’s and W2’s have been completed and sent out.
- Work is being done on the federal IPEDS report.
- Cecy Garcia, Payroll/Benefits Manager, and Ms. Egan will be attending the ACCCA Conference, February 26-28. Ms. Garcia will be graduating from the Mentor Program. Ms. Egan will be organizing the mock interviews and also presenting at the New Members Session of the conference.
- FTES for this year are very low, so Mr. Brahmbhatt has advised using FTES for summer 2014 towards FTES for 2015.
- An explanation of Resolution 14-03 B-08 – Temporary Loan from Capital Funds, was given. The amount will not exceed \$5,000,000. It is expected that the actual loan amount will be somewhere around \$1,000,000.
- Ms. Egan and Mr. Brahmbhatt have been discussing the use of General Obligation Bond money. Enlarging classrooms to hold more students is

being looked at. Mr. Brahmbhatt suggested possibly doing a 5 Year Construction Plan to see if the college qualifies for any upcoming bond money, and using that money to enlarge classroom capacity.

IX. REPORTS (continued)

8. Board of Trustees Comments and Discussion

- Ms. Rodriguez stated she attended the CCLC Effective Trusteeship Conference, and although attendance was down, it was a very interesting and informative conference. There were 15 new Trustees, possibly more, that attended. Major topics discussed were accreditation, Board Chair responsibilities, Governing Board responsibilities and relationship with the CEO, Brown Act, and reporting finances.
- Mr. Lewis stated that he appreciates the recent maintenance and janitorial work that has been done at the Needles Center.
- Mr. Hyduke stated that he has been discussing the relationship between Palo Verde High School and Palo Verde College with John Ulmer, President of the Board of Trustees of Palo Verde Unified School District. Mr. Ulmer, PVUSD Superintendent Dr. Mike Davitt, and Ms. Brandy Cox, Principal of Palo Verde High School would like to meet with Dr. Wallace, to discuss programs that will benefit students.

X. INFORMATION ITEMS

1. Report of Purchases and Warrants for January 2014 *(shown loose in Board folders)*.
2. Revised Administrative Procedure 7120, Recruitment and Selection *(shown as Reference X.2.)*.
3. Revised Administrative Procedure 7250-0, Educational Administrators, Recruitment and Hiring *(shown as Reference X.3.)*.
4. Accreditation Team Chair, Ms. Kathryn Smith, will be on campus for an Accreditation pre-visit, February 13, 2014.
5. Accreditation Team visit for reaffirmation of Palo Verde College's Accreditation, will take place March 10-13, 2014.
6. The Internal Revenue Service (IRS) has issued their standard mileage rates at 56¢ per mile for business miles driven, effective January 1, 2014 *(shown as Reference X.6)*.
7. Dr. Wallace will be attending the Association of California Community College Administrators (ACCCA) Annual Conference in San Diego, CA, February 26-28, 2014.
8. January 2014 issue of Trustee Talk with ACCT *(shown loose in Board folders)*.

XI. CONSENT RESOLUTIONS

(All consent resolutions will be voted on in one motion with 15 minutes allocated for questions by Board members. After the question period, any Board member may request that any item(s) be moved to the Action Agenda.)

A. INSTRUCTION

Resolution 14-03 A-02 – PART-TIME INSTRUCTORS/COUNSELORS FOR SPRING SEMESTER 2014

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves instructors/counselors for spring semester 2014, as shown in Reference A-02.

XI. CONSENT RESOLUTIONS (continued)

C. PERSONNEL

Resolution 14-02 C-07 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR SPRING SEMESTER 2014

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the following part-time temporary student employees (student aides, interpreters/student services clerks, tutors, peer counselor/coordinators, and peer counselor/recruiters) for Spring Semester 2014:

<u>Name</u>	<u>Position/Department</u>	<u>Rate of Pay (per hour)</u>
Acevedo-Neri, Diego	Student Aide – Distance Ed.	\$8.00
Garcia, Vivianna	Peer Counselor – EOPS	\$8.75
	Tutor – EOPS	\$8.75
Guzman, Daniel	Tutor – Needles Center	\$8.75
Hernandez, Stephanie	Student Aide – Recreation Center	\$8.00
Hutcherson, Laci	Student Tutor – Student Learn Center	\$8.75
Moreno, Jessica	Student Aide – Recreation Center	\$8.00
Rodriguez, Michael	In-Class Tutor – Autos	\$8.75

(Blanket Motion)

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

Dr. Thomas recused himself from Resolution 14-02 A-02.

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

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

XII. ACTION ITEMS

B. BUSINESS

Resolution 14-03 B-08 – TEMPORARY LOAN FROM CAPITAL FUNDS

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves a temporary loan to the General Fund is necessary, not to exceed \$5,000,000, for cash flow purposes during the fiscal year 2013-2014 as follows, and as shown as Reference B-08.

WHEREAS, the governing board of the Palo Verde Community College District has determined that a temporary loan to the General Fund in the amount of \$5,000,000 is necessary for cash flow purposes during the fiscal year 2013-2014; and

WHEREAS, the governing board of the Palo Verde Community College District has sufficient funds in the Capital Fund to provide a temporary loan;

NOW, THEREFORE, BE IT RESOLVED that a temporary loan not to exceed \$5,000,000 be approved for the General Fund for the fiscal year 2013-2014 from the Capital Fund.

XII. ACTION ITEMS (continued)

It was moved by Mr. Arneson, and seconded by Mr. Lewis, that Resolution 14-03 B-08 be approved.

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

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

C. PERSONNEL

Resolution 14-03 C-08 – REVISED JOB DESCRIPTION FOR VICE PRESIDENT OF INSTRUCTION AND STUDENT SERVICES

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the revised job description for Vice President of Instruction and Student Services, with salary placement on row 7 of the Academic Administrator's pay schedule, as shown in Reference C-08.

It was moved by Mr. Gonzales, and seconded by Mr. Lewis, that Resolution 14-03 C-08 be approved.

Discussion occurred, and Dr. Wallace and Ms. Mitchell, Director of Human Resources provided clarification.

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

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

(Resolution 14-03 C-09, Resolution 14-03 C-10, and Resolution 14-03 C-11 were combined and voted on in one motion.)

Resolution 14-03 C-09 – EMPLOYMENT OF PSY/ADS INSTRUCTOR (REDWINE)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the employment of Karen Redwine as PSY/ADS Instructor, a full-time tenure track faculty position, 177 day contract, at a classification of Row 7 Step VI, plus Doctoral stipend, on the Academic Salary Schedule, effective January 13, 2014. The hire date will revert back to the original hire date of the first semester as temporary instructor for seniority and tenure purposes, per Ed Code 87478. Human Resources has verified that the applicant meets State required minimum qualifications.

It was moved by Mr. Arneson, and seconded by Mr. Edmond, that Resolution 14-03 C-09 be approved.

Discussion occurred, and Dr. Wallace provided clarification on Resolution 14-03 C-09,

Resolution 14-03 C-10, and Resolution 14-03 C-11.

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

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

XII. ACTION ITEMS (continued)

Resolution 14-03 C-10 – EMPLOYMENT OF BUS/MAN INSTRUCTOR (FRID)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the employment of Sarah Frid as BUS/MAN Instructor, a full-time tenure track faculty position, 177 day contract, at a classification of Row 8, Step II, on the Academic Salary Schedule, effective January 13, 2014. The hire date will revert back to the original hire date of the first semester as temporary instructor for seniority and tenure purposes, per Ed Code 87478. Human Resources has verified that the applicant meets State required minimum qualifications.

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

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

Resolution 14-03 C-11 – EMPLOYMENT OF ESL/CIS/NBE INSTRUCTOR (GAMEZ)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the employment of Maria Gamez as ESL/CIS/NBE Instructor, a full-time tenure track faculty position, 177 day contract, at a classification of Row 3, Step II, on the Academic Salary Schedule, effective January 13, 2014. The hire date will revert back to the original hire date of the first semester as temporary instructor for seniority and tenure purposes, per Ed Code 87478. Human Resources has verified that the applicant meets State required minimum qualifications.

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

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

D. MISCELLANEOUS

Resolution 14-03 D-05 – 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 Lincoln Edmond from the PVCCD Study Session on January 14, 2014, and the Regular Meeting on January 21, 2014.

It was moved by Mr. Arneson, and seconded by Mr. Hyduke, that Resolution 14-03 D-05 be approved.

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

Motion carried; Aye 6 No 0 Abstain 1 Absent 0

XIII. HEARING OF CITIZENS (NON-AGENDA ITEMS)

Members of the public have this opportunity to directly address the Board on items of interest to the public, subject to a five (5) minute time limitation per individual.

None.

XIV. RECESS TO CLOSED SESSION

The Board of Trustees, Dr. Wallace, Ms. Jones, Interim Vice President of Instructional and Student Services, and Ms. Egan, Chief Business Officer, recessed to Closed Session at 7:12 p.m. to discuss the following:

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code Section 54957

XV. RECONVENE TO OPEN SESSION

The Board of Trustees, Dr. Wallace, Ms. Jones, and Ms. Egan, returned to Open Session at 8:05 p.m. and announced the following action had been taken:

In closed session the Board voted unanimously to accept the voluntary demotion of a Maintenance, Custodial, and Grounds Supervisor as part of a negotiated agreement.

XVI. ADJOURNMENT

The meeting was adjourned at 8:06 p.m.

**Minutes approved at the March 11, 2014
Regular Board Meeting.**

Donald G. Wallace, Secretary of the Board