

PALO VERDE COMMUNITY COLLEGE DISTRICT
STUDY SESSION/SPECIAL MEETING
BOARD OF TRUSTEES
Tuesday, May 26, 2015
4:30 p.m.
One College Drive, Blythe, CA – CL 101
(ITV held at Palo Verde College Needles Center – 725 W. Broadway, Needles, CA)

Meeting 15-09

MINUTES

I. OPENING OF MEETING

1. Call to Order

The Study Session/Special Meeting of the Board of Trustees was called to order by Dr. George Thomas, President of the Board, at 4:30 p.m.

2. Flag Salute

The Salute to the American Flag was led by Ms. Rodriguez, Clerk of the Board.

3. Roll Call

Trustees Present:

George Thomas, President
Ned Hyduke, Vice President
Ernila Rodriguez, Clerk
Ted Arneson, Trustee
Ed Gonzales, Trustee
Jerry Lewis, Trustee
Suzanne Woods, Trustee

Administrators Present:

Donald G. Wallace, Superintendent/President
Sean Hancock, V.P. of Instructional and Student Services
Russi Egan, Chief Business Officer

Absent:

Alex Munoz, Student Trustee

Recorder:

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

4. Approval of the minutes of the Study Session/Special Meeting of April 28, 2015.

It was moved by Mr. Arneson, seconded by Ms. Rodriguez, and unanimously carried, that the Minutes be approved.

5. Approval of the Agenda for this meeting.

It was moved by Mr. Hyduke, seconded by Ms. Rodriguez, and unanimously carried, that the Agenda be approved.

(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.)

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.

None.

IV. DISCUSSION

1. First Reading of Board Policy 2610 – Public Presentation of Initial Collective Bargaining Proposals *(shown loose in Board folders)*.

Dr. Wallace provided an explanation. No further discussion occurred.

V. INFORMATION ITEM

1. Revised Administrative Procedure 2610 – Public Presentation of Initial Collective Bargaining Proposals *(shown loose in Board folders)*.
2. Dr. Wallace and Russi Egan will travel to Parker, AZ on May 27, 2015 to attend a planning retreat for the Palo Verde Adult Education Consortium at Arizona Western College. *Dr. Thomas announced that Maria Lopez, Hortensia Rivera, and Sean Hancock will also be attending this event.*

VI. ACTION ITEMS

B. BUSINESS

Resolution 15-09 B-24 – ANNUAL CHILD DEVELOPMENT CENTER SELF-EVALUATION REPORT FOR 2014/2015

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Annual Child Development Center Self-Evaluation Report for 2014/2015 as required by the California Department of Education, shown as Reference B-24.

It was moved by Mr. Arneson, and seconded by Mr. Gonzales, that Resolution 15-09 B-24 be approved.

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

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

Resolution 15-09 B-25 – DECLARATION OF INTENT TO LEASE PROPERTY (EDD)

Due to Resolution 15-08 B-23 not meeting the requirements of Ed. Code section 81432(a) which states that a resolution authorizing such action and prescribing the terms of the sale, exchange, or lease must be adopted by the unanimous vote of all the members elected or appointed to the board, the Board of Trustees declares Resolution 15-08 B-23 void, and

authorizes a new vote as follows:

VI. ACTION ITEM (continued)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees declares office space in the Clancy Osborne Physical Education Center as not needed for classroom use. Therefore, the Board of Trustees authorizes the District to enter into lease negotiations with the Employment Development Department (EDD), a State of California agency. Complete resolution shown as Reference B-25.

It was moved by Mr. Lewis, and seconded by Mr. Hyduke, that Resolution 15-09 B-25 be approved.

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

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

C. PERSONNEL

Resolution 15-09 C-24 – MOU BETWEEN PVCCD AND PVCTA, HEALTH AND WELFARE BENEFITS CONTRIBUTION

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the mutually agreed upon Memorandum of Understanding between PVCCD and Palo Verde Community College Association CTA/NEA (PVCTA) providing a maximum annual contribution of \$19,979.52 for individual PVCTA member health and welfare benefits, effective July 1, 2015; shown as Reference C-24.

It was moved by Mr. Gonzales, and seconded by Mr. Hyduke, that Resolution 15-09 C-24 be approved.

Discussion occurred, and Ms. Egan and Dr. Wallace provided clarification.

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

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

Resolution 15-09 C-25 – CLASSIFIED MANAGEMENT/CONFIDENTIAL AND ADMINISTRATOR HEALTH AND WELFARE BENEFITS CONTRIBUTION

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves providing a maximum annual contribution of \$19,979.52 for individual Classified Management/Confidential employees and Administrators health and welfare benefits, effective July 1, 2015.

It was moved by Mr. Gonzales, and seconded by Ms. Woods, that Resolution 15-09 C-25 be approved.

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

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

VII. STUDY SESSION

1. Budget Workshop *(Handouts were provided at the meeting.)*
Presenter: Russi Egan, Chief Business Officer

Ms. Egan provided a powerpoint presentation titled “Palo Verde College, FY 2015-16 Budget Workshop”. The following was explained and discussed:

- All decisions being made support Palo Verde College Mission Statement and values. Values are; excellence, learning, integrity and ethics, diversity, creativity, and civic responsibility.
- Budgeting principles:
 - Transparency.
 - Broad participation.
 - Strive for a balanced budget.
 - Conservative in estimates.
 - Complete and comprehensive when looking at planning in order to meet long term obligations.
- Budget guidelines:
 - One-time revenues are only allocated for one-time expenditures and are not to be used for on-going expenditures.
 - Year-end balances are not used as part of budgeting to maintain a 5% reserve. We are currently above 12% reserve.
 - Funds are budgeted where they are expected to be spent.
 - Contractual obligations and fixed costs are budgeted first.
 - New positions must be fully funded – salaries, benefits, and support expenses.
- Budgeting prioritization:
 - Align the budget with the college’s Strategic Plan.
 - Achieve Strategic Goals.
 - Align categorical and restricted programs with Strategic Goals.
 - Recommended level of reserves is currently 12%. The Budget Committee is striving to get to 25% reserve.
 - To accommodate cash flow shortfalls a disciplined spending plan has been implemented.
 - Use inter-fund borrowing in preference to external borrowing to save the cost of interest.
- Budgeting evaluation:
 - Annual evaluation to go over how the process went and make any changes that need to be made. Training and workshops were added to assist faculty and staff with their budget proposals.
 - Integrated planning manual – the committee has made some changes. Newly defined technical review committee.
 - Planning.
 - Budget manual – the committee will work to enhance budget processes to create a manual.
- Unrestricted 2015-2016 budget development:
 - Extensive review occurred in fall 2014 of procedures for preparing a budget.
 - Budget and program enhancement requests were distributed in early February to all staff.
 - All requests were reviewed during the month of April. Those wishing to attend were able to discuss their needs and explain their budget.
 - The Budget Committee met in April and May and reviewed the assumptions.

VII. STUDY SESSION (continued)

- Unmet needs, items requested above and beyond what was budgeted, have been put in a spreadsheet and will be routed to Program Review and then to College Council. These will be ranked and submitted to the Superintendent/President by August 31, 2015.
- Assumptions:
 - Revenue based on 1800 FTES per the recommendation of the Budget Committee, 1.02% COLA based on the May Revision, and all fees collected are based on a 5 year average.
 - Expenses were increased by 3% per the California CPI, and a rollover of current expenses took place.
- Unrestricted budget – apportionment calculation:
 - Total state general apportionment - \$9,291,576, an increase of \$694,000 of on-going money.
- State revenue:
 - Anticipated state revenue - \$11,743,788.
- Local revenue:
 - Majority comes from property taxes.
 - Total anticipated local revenue - \$1,747,127.
- Total estimated revenue - \$13,490,915.
- Total unrestricted expenses - \$13,246,869.
 - COP payment of \$855,000 will continue to be paid out of the general fund.
 - Any excess money from SERP payments [\$760,000] is being put in fund 41 to pay down COP debt. SERP payments will continue for one more year.
 - A 2.75% increase is built into certificated and classified salaries.
 - All restoration and reduced workload dollars has also been calculated into salaries.
- Tentative one-time allocation – mandated costs, based on revenue of \$541,200 from money received based on \$300 per 1804 FTES:
 - Parking lot, including the parking lot at the Needles Center - \$100,000.
 - Office computers - \$100,000.
 - Required reporting upgrade - \$100,000.
 - Other Post-Employment Benefits (OPEB) - \$241,200.
- Potential income from growth:
 - 2.5% - \$312,034.
 - 2.75% - \$234,338.
 - 3% - \$255,641.
- Other news:
 - Deferrals have been eliminated.
 - Additional funds for full-time faculty. The state has set aside \$75 million to hire 600 faculty members this year throughout the entire state. It is estimated that Palo Verde College will receive approximately \$117,260 of on-going money to hire a faculty member.
 - Student Success and Support is receiving an additional \$185,054.
 - Student Equity is receiving an additional \$125,000.
 - EOPS, DSP&S, and CalWorks are all receiving COLA this year.
 - There is potential of receiving additional base funding, and one-time allocation money.

VII. STUDY SESSION (continued)

Ms. Egan provided the Trustees with a handout dated May 19, 2015 from the Board of Governors of the California Community Colleges, regarding an update on the Governor's 2015-2016 May Revision budget proposal. A budget workshop will take place at the Chancellor's Office in July/August, and more budget information will be provided at that time. Updates are also being provided every week from the Chancellor's Office, and these updates are being passed on to the Budget Committee.

Ms. Egan answered questions from the Governing Board. The Governing Board thanked Ms. Egan for her excellent report.

VIII. 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.

Mr. Derek Copple stated that the last CTA meeting of the year took place today, and Mr. Greg Snider was elected Member-at-Large for the next academic year. Mr. Copple thanked the Governing Board for approving the Health and Welfare Benefits MOU. Mr. Copple stated he is representing CTA tonight and bringing their words to the podium. Last year at the faculty luncheon it was doom and gloom, and no one was very happy. The luncheon this year was very different. The faculty wants to let the Board of Trustees know that CTA supports the Superintendent/President, Dr. Wallace; where he is going and what he is doing for our college. There is now a contract on the table and Dr. Wallace's evaluation is being looked at, and CTA wants the Board to know that they support Dr. Wallace. The college is moving in the right direction, is going to meet the FTES goal, and it appears we will have a good accreditation status. A unanimous vote was taken at the CTA meeting today to come to the Board meeting tonight to let the Board know that CTA supports the President in his evaluation efforts, and CTA does not want to see Dr. Wallace go anywhere anytime soon. We need to carry forward with the stability that we have now. CTA appreciates the Board's consideration in this matter.

Ms. Hortensia Rivera stated that we have an administration that takes their roles very seriously, and they are doing an excellent job at what they do. Everyone on the executive board; the President, Vice President, Chief Business Officer, and Chief Human Resources Officer are working cohesively with everyone in the institution. This makes the moral on campus transition into a better place.

Mr. Gonzales stated he appreciated hearing this from CTA. Mr. Lewis stated he appreciates Mr. Copple and Ms. Rivera bringing this forward, and that it reemphasizes the tremendous responsibility this Board has to be responsive to the community.

IX. ADJOURN

The meeting was adjourned at 5:32 p.m.

**Minutes approved at the June 23, 2015
Regular Board Meeting.**

Donald G. Wallace, Secretary of the Board