

PALO VERDE COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

BOARD OF TRUSTEES

Tuesday, June 23, 2015

5:00 p.m.

One College Drive, Blythe, CA – CL 101

(ITV held at Palo Verde College Needles Center – 725 W. Broadway, Needles, CA)

(Telephone conference held at 514 N. Lovekin Blvd., Blythe, CA)

Meeting 15-11

MINUTES

I. OPENING OF MEETING

1. Call to Order

The Regular Meeting of the Board of Trustees was called to order by Dr. George Thomas, President of the Board, at 5:02 p.m.

2. Flag Salute

The Salute to the American Flag was led by Mr. Ned Hyduke, Vice President of the Board.

3. Roll Call

Trustees Present:

George Thomas, President
Ned Hyduke, Vice President
Ermila Rodriguez, Clerk *(by telephone conference)*
Ted Arneson, Trustee
Jerry Lewis, Trustee
Suzanne Woods, Trustee

Administrators Present:

Donald G. Wallace, Superintendent/President
Sean Hancock, Vice President of Instruction and Student Services
Russi Egan, Chief Business Officer

Absent:

Ed Gonzales, Trustee
Grace Quist, Student Trustee

Recorder:

Carrie Mullion, Administrative Assistance 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/Special Meeting of May 26, 2015.

It was moved by Ms. Rodriguez, seconded by Mr. Hyduke, and unanimously carried, that the Minutes 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.)

I. OPENING OF MEETING (continued)

5. Approval of the Agenda for this meeting.

Dr. Thomas requested to amend the agenda as follows: Item IV. Recess to Closed Session is not needed and will be removed, Resolution 15-11 C-44 will be tabled, and Resolution 15-11 C-45 will be amended as noted in these Minutes.

It was moved by Mr. Hyduke, seconded by Ms. Woods, 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.

None.

(Closed Session was removed from this Agenda)

IV. RECESS TO CLOSED SESSION

- ~~1. Conference with Real Property Negotiators; pursuant to Gov. Code section 54956.8
Under Negotiation: Lease of office space, One College Drive, Blythe, CA
Agency Negotiator: Russi Egan, Chief Business Officer
Negotiating Parties: Employment Development Department~~
- ~~2. Conference with Labor Negotiator; pursuant to Gov. Code section 54957.6
Employee Organization: CSEA Chapter 180
Agency Designated Representative: Dr. Don Wallace, Superintendent/President~~

V. RECONVENE TO OPEN SESSION (not applicable)

VI. REPORTS

1. Associated Student Government – Grace Quist, Student Trustee or designee
Not present for this meeting.
2. Academic Senate – Biju Raman, President or designee
Not present for this meeting.
3. CSEA, Chapter 180 – Richard Soto, President
 - Mr. Soto has been working with Dr. Wallace on the MOU for Health and Welfare. It was completed last week and it is on the agenda tonight. Mr. Soto encouraged the Board of Trustees to approve this item on the Agenda today, and expressed his appreciation for the Board's consideration.

VI. REPORTS (continued)

4. CCA/CTA – Derek Copple, President or designee
Not present for this meeting.
5. Don Wallace – Superintendent/President
 - Dr. Wallace will be out of the country, beginning July 12, 2015, returning on August 1, 2015.
 - Recruitment for various positions has been taking place.
6. Sean Hancock – Vice President of Instruction and Student Services
 - There has not been any word on the application for the Inmate Education Pilot Program grant. It would appear that the Chancellor's Office is not on schedule. Today was the deadline to appeal, but the college has not heard anything.
 - DSP&S is still waiting for word on whether or not the college will be receiving the TRiO grant.
 - Based on past experience, the college could receive word from ACCJC next week regarding accreditation status.
 - AB86, the Adult Ed Consortium, "hand-off" from Full Capacity Marketing (FCM) back to the college will take place this Thursday. FCM has completed all the reporting and data collection, as well as put together the website. Dr. Hancock will be stepping in as the coordinator from this point forward. The website is active and can be found at <http://pvadulthood.com>. There are still some content areas to complete, such as the programs and calendar tabs.
 - Dr. Hancock would like to bring in a consultant for the agriculture program. The consultant would update the textbooks and create sample syllabi with course materials and assignments so that the courses are ready to go when it is handed over to an adjunct instructor. Dr. Hancock will reach out to the Vice President at Imperial Valley College for course materials, but there is a question of "intellectual property" and instructors might not want to part with their material. Contact has been made with Debra Keenan, and she and her husband have all the certifications for pesticide application. They could possibly help us build up a program in the future that leads towards certification for those types of jobs, which might be a good segue into adult education and expanding the agriculture program.

Dr. Thomas suggested touring Imperial Valley College's agriculture department to see what their campus has to offer and build a relationship with their college. Dr. Thomas also suggested incorporating a diesel engine course into the auto mechanics course that is already being offered.

- The college is waiting to hear back from the Board of Nursing and Psychiatric Technicians regarding reassigning the Program Director responsibilities to Dr. Armstrong, and formal approval of the curriculum submitted prior to the May 30, 2015 deadline.
- Dr. Hancock attended the Title IX conference last week. There will be subsequent training for all employees and the Board of Trustees as well. The training will be on Title IX regulations, investigations, and everyone's role in these areas. Dr. Hancock will be identified as the Title IX administrator for the college, as required, to bring us into compliance with all the regulations.

VI. REPORTS (continued)

7. Russi Egan – Chief Business Officer

- The copy machines on campus are almost at the end of their lease agreement. Research and demonstrations are being done on new machines, and the college will be able to move to color copiers for less than what we are paying now. We are looking at possibly adding biometric scan, which would be using your thumbprint in place of a code that will open the copier so you can print.
- M & O has been moving offices. Reorganizing has taken place in order to have all of Student Services under one roof and Instructional Services under another. It is now located in the CL building. As the moves have taken place carpets have been shampooed and offices painted. The goal is to have all the moves completed before classes start in the fall.
- There will be a “football bootcamp” taking place on campus this weekend.
- The auditors have been on campus all week.
- A leadership institute is being put together for all the college managers. This will provide the managers with professional development opportunities here locally.

8. Executive Cabinet

No comments.

9. Board of Trustees Comments and Discussion

- Dr. Thomas welcomed the guests attending the meeting via ITV from the Needles Center.
- Ms. Woods asked for clarification on the definition of Title IX. Dr. Hancock stated that Title IX has a piece that covers gender based discrimination, harassment, and assault. It goes beyond sexual harassment and has very specific processes, contact information, and responsible reporting.

Ms. Woods also asked for clarification on the ACCJC letter that the college is waiting to receive. Dr. Hancock explained that the college is currently on probation and we expect to hear the outcome of the Follow-Up report that was sent to ACCJC soon. The commission met in early June and we should hear the decision of the commission anytime.

Ms. Woods asked if there is a link on the college website to the AB86 consortium. Dr. Hancock stated there is not a link yet.

- Mr. Arneson asked for clarification on the college's accreditation status with ACCJC. Dr. Wallace stated that last year when the visiting team evaluated the college in March 2104 the college was put on probation. ACCJC gave the college one year to correct eight recommendations. In March of 2015 ACCJC conducted a site visit to confirm that the college corrected the eight deficiencies. The college received a very favorable report as a result of that visit, but then the Commission changed their report two weeks later. That report was only changed slightly, so it was a less than favorable report. The college has now responded to the second letter that was sent, which is our argument as to why we thought the first letter was more accurate than the first letter. The Commission met on June 4, 2015 to determine their decision, and the college is waiting to hear the final action. The action letter that the college will receive will be a result of the year's process.

VI. REPORTS (continued)

Mr. Arneson asked if there is an instructor in mind for the two agriculture classes that are scheduled to be taught in the fall. Dr. Hancock stated that they do have an instructor in mind to teach these classes.

VII. PUBLIC NOTICE/HEARING

The Public Hearing opened at 5:28 p.m. on the following item:

1. Palo Verde Community College District requests to sunshine Initial Proposal, 2015 Successor Agreement Negotiations with CSEA Chapter 180 *(shown loose in Board folders)*.

Comments:

Dr. Wallace stated there was an initial proposal put on the Palo Verde College website on Thursday, and afterwards there were a couple of minor corrections to that proposal. One of the changes was to Article 2. The original proposal had inadvertently referenced a K-12 funding formula which has now been taken out. The other change was to Article 8 c.; the language was not clear, and this has been corrected.

No other comments were noted.

The Public Hearing closed at 5:31 p.m.

VIII. PRESENTATIONS/PROGRAM REVIEWS

None.

IX. DISCUSSION

1. Second Read of Board Policy 2105 – Election of Student Member *(shown loose in Board folders)*.

No discussion occurred.

2. Second Read of Board Policy 2315 – Closed Session *(shown loose in Board folders)*.

No discussion occurred.

3. Second Read of Board Policy 2330 – Quorum and Voting *(shown loose in Board folders)*.

4.

Ms. Rodriguez asked for explanation, and Dr. Wallace provided clarification.

5. Second Read of Board Policy 3200 – Accreditation *(shown loose in Board folders)*.

No discussion occurred.

6. Second Read of Board Policy 3560 – Alcoholic Beverages *(shown loose in Board folders)*.

No discussion occurred.

X. INFORMATION ITEMS

None.

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 15-11 A-15 – ENROLLMENT APPROVAL OF SPECIAL PART-TIME STUDENTS

BE IT RESOLVED that having met the requirements for enrollment at Palo Verde College, Palo Verde Community College District Board of Trustees approves the enrollment of special part-time students pursuant to AP 5011; shown as Reference A-15.

Resolution 15-11 A-16 – PART-TIME INSTRUCTORS/COUNSELORS FOR SUMMER SEMESTER 2015

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves instructors/counselors for summer semester 2015; shown as Reference A-16.

C. PERSONNEL

Resolution 15-11 C-39 – EMPLOYMENT OF MUSIC INSTRUCTOR (SINGLER)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the employment of Juliette Singler as Music Instructor, a full-time academic faculty position, 177 day contract, at a classification of Row 7, Step 6, on the Academic Salary Schedule, effective August 13, 2015. Human Resources has verified that the applicant meets the required minimum qualifications.

Resolution 15-11 C-40 – EMPLOYMENT OF STUDENT SUCCESS MANAGER (RANDALL)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the employment of Jaclyn Randall, as Student Services Manager, a full-time, exempt, classified management position, at a classification of Row 3, Step 1 on the Classified Management/Confidential Salary Schedule, effective June 26, 2015. Human Resources has verified that the applicant meets the required minimum qualifications.

Resolution 15-11 C-41 – TEMPORARY PART-TIME EMPLOYMENT OF ADMINISTRATIVE SERVICE CLERK (PRYOR)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the employment of Matthew Pryor, as Temporary Part Time Administrative Service Clerk, at a placement of Row 3, Column 1, on the Classified Hourly Salary Schedule, beginning May 14, 2015 through July 31, 2015.

Resolution 15-11 C-42 – RESIGNATION OF STUDENT SERVICES TECHNICIAN I (FLORES)

BE IT RESOLVED that the Superintendent/President has accepted, and Palo Verde Community College District Board of Trustees approves, the resignation of Henry Flores, Student Services Technician I, effective June 4, 2015.

Resolution 15-11 C-43 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR SUMMER SEMESTER 2015

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 2015:

XI. CONSENT RESOLUTIONS (continued)

<u>Name</u>	<u>Position/Department</u>	<u>Rate of Pay (per hour)</u>
Acuna, Polette	Peer Counselor – FWS	\$ 9.75
Alvires, Angelis,	Peer counselor – FWS	\$ 9.75
Bunch, Britny	Peer Counselor – FWS	\$ 9.75
Felix, Joseph	Tutor – DSP&S	\$ 9.75
Gomez, Miguel	Tutor – DSP&S	\$ 9.75
Gonzalez, Juan	Peer Counselor – EOPS	\$10.35
Hamblen, Phillip	Peer Counselor/Coordinator – DSP&S	\$10.35
Hatton, Krista	Peer Counselor – FWS	\$ 9.75
Hernandez, Stephanie	Tutor – FWS	\$ 9.75
Irvin, Melissa	Peer Counselor – Student Services	\$ 9.75
Johnson, Myeisha	Peer Counselor – DSP&S	\$ 9.75
McMillin, Noelle	Tutor – BSI	\$ 9.75
Mendoza, Dalia	Peer Counselor – FWS	\$ 9.75
Moreno, Jessica	Tutor – FWS	\$ 9.75
Ortiz, Guadalupe	Peer Counselor – FWS	\$ 9.75
Salazar, Alexa	Peer Counselor – Student Services	\$ 9.75
Sanchez, Yvette	Peer Counselor – FWS	\$ 9.75

(Blanket Motion)

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

Discussion occurred on Resolution 15-11 C-43, and Ms. Egan provided clarification.

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

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

XII. ACTION ITEMS

B. BUSINESS

Resolution 15-11 B-35 – ACCEPTANCE OF TENTATIVE BUDGET FY 2015-2016

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the tentative budget for Palo Verde Community College District for fiscal year 2015-2016 (shown loose in Board folders).

It was moved by Mr. Arneson, and seconded by Ms. Woods, that Resolution 15-11 B-35 be approved.

Discussion occurred, and Ms. Egan provided clarification.

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

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

XII. ACTION ITEMS (continued)

Resolution 15-11 B-36 – DECLARATION OF INTENT TO LEASE PROPERTY (EDD)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the lease agreement with the Employment Development Department (EDD), a State of California agency, to lease office space in the Clancy Osborne Physical Education Center *(lease agreement to be provided at this meeting)*.

It was moved by Mr. Arneson, and seconded by Mr. Hyduke, that Resolution 15-11 B-36 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>Absent</u>	Rodriguez	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

Resolution 15-11 B-37 – ANNUAL CONTRACT BETWEEN CALIFORNIA DEPARTMENT OF EDUCATION AND CHILD DEVELOPMENT CENTER, FY 2015-2016

BE IT RESOLVED that Palo Verde Community College District Board of Trustees enters into an annual contract (#CSPP-5350), and adopts appropriate resolution with the California Department of Education, for the purpose of providing general child care and development services in fiscal year 2015-2016, in the amount of \$315,392.00, shown as reference B-37.

It was moved by Mr. Hyduke, and seconded by Mr. Arneson, that Resolution 15-11 B-37 be approved.

Discussion occurred, and Ms. Egan 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>Absent</u>	Rodriguez	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

Resolution 15-11 B-38 – CONSULTANT AGREEMENT WITH LUZ VALENZUELA

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Agreement for Consultant Services for Luz Valenzuela, to provide annual set-up within Datatel as required for Palo Verde College to maintain compliance with Federal Regulations. Term of agreement shall be July 1, 2015 through June 30, 2016. Compensation shall be \$120.00 per hour not to exceed \$12,000.00; shown as Reference B-38.

It was moved by Mr. Hyduke, and seconded by Ms. Rodriguez, that Resolution 15-11 B-38 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 Absent Rodriguez Yes

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

XII. ACTION ITEMS (continued)

C. PERSONNEL

(The following Resolution was tabled)

Resolution 15-11 C-44 – EMPLOYMENT OF ASSOCIATE DEAN OF NURSING/ALLIED HEALTH

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the employment and contract of _____, as Associate Dean of Nursing/Allied Health, a full-time 12 month position on Row _____, Step _____, of the Academic Administrator Salary Schedule, effective July 1, 2015. Human Resources has verified that the applicant meets the required minimum qualifications.

It was moved by _____, and seconded by _____, that Resolution 15-11 C-44 be: _____ (approved) _____ (tabled until _____) _____ (denied)

Student Advisory _____	Hyduke _____	Thomas _____
Arneson _____	Lewis _____	Woods _____
Gonzales _____	Rodriguez _____	

Motion carried/failed; Aye _____ No _____ Abstain _____ Absent _____

Resolution 15-11 C-45 – EMPLOYMENT OF DIRECTOR, NEEDLES CENTER

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the employment and contract of **Lale Cilenti Arac** as Director, Needles Center, a full-time position on Row **4** Step **3** of the Academic Administrator Salary Schedule, effective **July August** 1, 2015 through June 30, 2016. Human Resources has verified that the applicant meets State required minimum qualifications.

It was moved by Mr. Hyduke, and seconded by Mr. Lewis, that Resolution 15-11 C-45 be approved.

Mr. Lewis provided comments.

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>Absent</u>	Rodriguez	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

Resolution 15-11 C-46 – MOU BETWEEN PVCCD AND CSEA CHAPTER 180, 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 CSEA Chapter 180 for individual CSEA member health and welfare benefits, effective July 1, 2015
(MOU shown loose in Board folders).

It was moved by Ms. Woods, and seconded by Mr. Hyduke, that Resolution 15-11 C-46 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>Absent</u>	Rodriguez	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

XII. ACTION ITEMS (continued)

Resolution 15-11 C-47 – APPROVAL OF INITIAL PROPOSAL OF THE PVCCD TO CSEA CHAPTER 180, 2015 SUCCESSOR NEGOTIATIONS

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Initial Proposal of the Palo Verde Community College District to the California School Employee Association and its Chapter 180, 2015 Successor Negotiations (*shown loose in Board folders*).

It was moved by Mr. Hyduke, and seconded by Ms. Woods, that Resolution 15-11 C-46 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>Absent</u>	Rodriguez	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

D. MISCELLANEOUS

Resolution 15-11 D-27 – APPROVAL OF BOARD POLICIES 2105, 2315, 2330, 3200, AND 3560

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the following Board Policies (*shown loose in Board folders*):

- BP 2105 – Election of Student Members
- BP 2315 – Closed Session
- BP 2330 – Quorum and Voting
- BP 3200 – Accreditation
- BP 3560 – Alcoholic Beverages

It was moved by Mr. Arneson, and seconded by Ms. Woods, that Resolution 15-11 D-27 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>Absent</u>	Rodriguez	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

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. ADJOURNMENT

The meeting was adjourned at 5:51 p.m.

**Minutes approved at the August 11, 2015
Regular Board Meeting.**

Donald G. Wallace, Secretary of the Board