

PALO VERDE COMMUNITY COLLEGE DISTRICT
REGULAR MEETING
BOARD OF TRUSTEES
Tuesday, September 9, 2014
5:00 p.m.
One College Drive, Blythe, CA – CL 101
(ITV held at Palo Verde College Needles Center – 725 W. Broadway, Needles, CA)

Meeting 14-13

MINUTES

I. OPENING OF MEETING

1. Call to Order
The Regular Meeting of the Board of Trustees was called to order by Ms. Rodriguez, President of the Board, at 5:00 p.m.
2. Flag Salute
The Salute to the American Flag was led by Mr. Edmond, Trustee.
3. Roll Call:

Trustees Present: Millie Rodriguez, President
George Thomas, Vice President
Ned Hyduke, Clerk
Ted Arneson, Trustee
Lincoln Edmond, Trustee
Ed Gonzales, Trustee
Jerry Lewis, Trustee
Alex Munoz, Student Trustee

Administrators Present: Donald G. Wallace, Superintendent/President
Sean Hancock, Vice President of Instruction 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 Regular Meeting of August 12, 2014.
It was moved by Mr. Edmond, seconded by Mr. Hyduke, and unanimously carried, that the Minutes of the Regular Meeting of August 12, 2014 be approved.
5. Approval of the Agenda for this meeting.
Ms. Rodriguez stated there was an error in the contract for Eva Munguía, Resolution 14-13 C-74, and the corrected contract was handed out at this meeting.

It was moved by Mr. Arneson, seconded by Mr. Edmond 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."

Mr. Brian Thiebaut, representing himself, spoke in regards to the Closed Session Agenda Item "Performance/Evaluation of the Superintendent/President". Mr. Thiebaut read from prepared script (*on file in the Superintendent/President's Office*), and stated that in his view the critical commentaries of the Board and Superintendent/President, Dr. Don Wallace, recently expressed from the podium, are misleading and uniformed. Mr. Thiebaut stated he does not share these views, and pointed out some of the positive and encouraging signs on campus that directly or indirectly reflect the quality of leadership of Dr. Wallace. Mr. Thiebaut asked that the Governing Board take these positive and encouraging observations into account in the performance evaluation of Dr. Don Wallace.

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

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

VI. PUBLIC NOTICE/HEARING ON PVCCD 2014-2015 FINAL BUDGET (*handed out at this meeting*) The Public Notice/Hearing opened at 5:05 p.m.

Comments: Russi Egan, Chief Business Officer, stated the 2014-2015 PVCCD Final Budget has been posted on the Palo Verde College Website.

No other comments were observed.

The Public Notice/Hearing closed at 5:06 p.m.

VII. PRESENTATION

None.

VIII. DISCUSSION

1. Board of Trustees Self Evaluation 2013-2014 (*forms shown loose in Board folders*).
Ms. Rodriguez stated the completed forms will be passed on to Carrie Mullion, Administrative Assistant, for final tabulation and comments. A master Self Evaluation form will be compiled for discussion at the Study Session scheduled for September 23, 2014, at 4:30 p.m. Ms. Rodriguez asked for comments from the Governing Board. Dr. Thomas asked for clarification on Goal C. Board-Employee Relationships, and Dr. Wallace clarified.
2. Second Reading of BP 2710 Conflict of Interest Policy (*shown loose in Board folders*).
No comments.

VIII. DISCUSSION (continued)

3. Second Reading BP 2715 – Code of Ethics/Standards of Practice (*shown loose in Board folders*).

Ms. Rodriguez and Dr. Wallace clarified the changes.

IX. REPORTS

1. Associated Student Government – Alex Munoz, Student Trustee
 - The ASG Activity Center has a new TV. Mr. John Dobbs of Ashley Furniture helped ASG with the purchase of new couches, providing a buy-one-get-one free program.
 - Free PVC promotional items were given out at the Week of Welcome.
 - The Foundation laptop raffle took place, and Mr. Munoz and six other students won computer laptops.
 - October events will include ASG Student Lockdown, a basketball tournament, and Miss Blythe Pageant October 4, 2014 in the Fine and Performing Arts Theater.
 - ASG will sell ID cards. Several businesses in town will give discounts if the ID card is shown.
 - ASG is selling t-shirts for students and staff, \$15.00 with ASG card or \$20.00 without.
 - Mr. Munoz extended an invitation to the Board of Trustees to attend ASG events.
2. Academic Senate - Biju Raman, President
 - A letter addressed to the Board of Trustees from Academic Senate was read by Mr. Raman (*a copy of the letter is on file in the Permanent Minutes*), in regards to granting tenure to Sheri Jones. Academic Senate is requesting that the Board of Trustees provide, in writing, an explanation for the rationale behind granting tenure for Ms. Jones.
 - Academic Senate Meeting took place today. Discussion took place for the basis for institutional accreditation, basis for calculating FTES, budget, and the 3SP Report due Oct. 17.
 - Equivalency Committee met and approved equivalency for David Atiyota in health discipline.
 - There is concern of faculty with respect to not meeting FTES, and Dr. Wallace calmed some of the fears by discussing the increased enrollment this semester, the basis for projection of 1800 FTES by 2015, and the General Obligation Bond.
 - There was a statement made at the last Board meeting that President Wallace engages in systematic discrimination against employees. Mr. Raman stated that based on his interactions with the President, he has not experienced or observed any systematic discrimination against employees at this college. Mr. Raman stated that we have not and will not agree on all issues, but we will discuss them on a factual basis and evidence that is discovered. Mr. Raman expects the President will continue to uphold this method of operation.
3. CSEA, Chapter 180 - Richard Soto, President or designee
Not present for this meeting.
4. CCA/CTA - Derek Copple, President
Mr. Copple had no report.

IX. REPORTS (continued)

5. Don Wallace - Superintendent/President

- DSP&S had a very successful welcome back event with over 100 students in attendance. Dr. Wallace stated that he appreciates all the work of Hortensia Rivera, Ida Hamblen, and others who put on this wonderful event.
- CCLC is having their Annual Convention in November. Dr. Wallace asked the Trustees to look at the schedule to see if there is something of interest to them that they would like to attend.
- Dr. Wallace will be attending accreditation training on Friday, September 12, 2014. Dr. Hancock will be hosting Institute Day in his absence.

6. Sean Hancock - Vice President of Instruction and Student Services

- Attended a VPSS Region IX meeting, and much discussion took place regarding the 3SP report and processes.
- Attended CEO/CIO/CTE Conference with Dr. Wallace and Maria Lopez, Vocational Career Specialist.
- 3SP Report is progressing for Board approval prior to Oct. 17, 2014 deadline.
- Student Equity Plan due date has been extended to Jan. 1, 2015.
- Will meet with IEC representatives Sept. 22-24, 2014 to review processes, curriculum, and any other concerns.
- Institute Day is Friday, September 12, 2014. A majority of the time will be taken to address the Accreditation recommendations from the Site Team Visit. A roadmap will be laid out with regard to the development of assessments tied to SLO's and how they align with program learning outcomes and institutional learning outcomes. Workshops and break-out sessions will take place on how to come up with authentic assessments so that the college can provide evidence to ACCJC as to how we are making changes to improve our programs. The Governing Board is welcome to attend Institute Day.
- Admissions and Records report:
 - Program Award (degree/certificate completions) file was submitted and accepted by the Chancellor's Office.
 - NSC (National Student Clearinghouse) First of Term file was submitted September 8, 2014.
 - Currently in the process of submitting the Summer MIS file to the Chancellor's Office.
 - Currently in the process of posting "no shows" per Title 5, Section 85004.
 - CCFS-320 Recalculation Apportionment Report is due for lottery allocations prior to October 1, 2014.
 - Processed/printed 106 degrees/certificates for prison population to be delivered by Correspondence Education Department for spring graduates.
- CalWORKs Report:
 - Numbers are up from last semester by 20 more students. Numbers are usually 30-40 students, and currently it is over 50.
 - Next CalWORKs meeting is September 11, 2014 (EDD will be helping students write resumes).
- Civic Center Report:
 - Desert Learning Center are using 2 classrooms in the Fine and Performing Arts Center and Physical Education Buildings.

- Miss Blythe practice is taking place this month for the upcoming show on October 4, 2014.

IX. REPORTS (continued)

- Palo Verde High School will be holding their talent show in the Fine and Performing Arts Theater on October 13-19, 2014.
- Two campus tours are being scheduled for students from the Desert Learning Center and Ruth Brown.
- Distance Learning Report:
 - Correspondence Education enrollment is up from last semester.
 - In addition to "B" and "C" yards at Ironwood State Prison, "A" and "D" yards have now been approved to begin Palo Verde College Educational programs. A new handbook is being compiled for the inmate population. This will include information on how to enroll, timelines, and processes.
- DSP&S Report:
 - TRiO grant is currently on their 5th year (last year) and an application for the grant will be submitted again.
 - Currently updating files and serving new students
- EOPS Report:
 - Enrollment has increased at the PVC Main Campus, Needles Center, Ironwood State Prison, and Chuckawalla Valley State Prison.
 - 95% of all EOPS students have completed their first of three mandated appointments.
 - A progress report will be circulated to instructors for all EOPS students.
 - The EOPS Department will attend a conference in Sacramento on October 6-8, 2014.
- Library Report:
 - The Reading and Science tutors have been approved and will be starting shortly, which will support student success.

7. Russi Egan - Chief Business Officer

- Shad Lee, Director of Facilities and Operations, is currently in Sacramento, CA attending the Facility Coalition Conference. Palo Verde College is the recipient of the "Honorable Mention Award" for the retrofitting of outdoor lighting.
- 46% of students who applied for the "Choice" scholarship have qualified. On average, these students are taking 12.7 units, which means they are full-time students.
- The budget will be present to the county after approval at this meeting. The county will put it in the system, and it will be available to the District after September 15, 2014.
- Two years ago the college received money from Southern California Edison (SCE) which was used for events in the arts. Last year the college received a \$25,000 grant from SCE that went towards scholarships. This year, SCE is going to allow the college to use \$5,000 towards scholarships and \$20,000 to hire more tutors in the areas of science, technology, engineering, and math.
- The college received \$185,000 for scheduled maintenance/instructional equipment. The maintenance part of the money was pared down to \$137,000, freeing up the rest for instructional equipment which will be used to help the theater program with equipment, the library will receive new programs to help with tutoring and databases, and replace old computers in

classrooms. Money from scheduled maintenance, lottery, Basic Skills, and general fund has allowed 20 unmet needs to be met.

IX. REPORTS (continued)

8. Board of Trustees Comments and Discussion:

- Mr. Edmond stated he enjoyed seeing the article about Dr. Hancock in the Palo Verde Valley Times newspaper.
- Dr. Thomas handed out a flyer advertising the “Teachers and Staff Mixer Open House”, sponsored by the Chamber of Commerce at the Joe Wine Blythe Recreation Department on September 18, 2014 at 5:00 p.m. The faculty and staff of Palo Verde College are invited.

Dr. Thomas asked if it were possible for the Governing Board to get list of activities that are going on at the college every month, so that everyone at the college can see the Trustees at more activities.

- Ms. Rodriguez stated she too enjoyed the article in the newspaper about Dr. Hancock.

Ms. Rodriguez stated that a Board of Trustee Meeting should take place at the Needles Center in the next few months. After some discussion, it was decided that the next regular Board Meeting, October 14, 2014, will be held at the PVC Needles Center.

- Mr. Lewis commented that he is pleased to hear the Equivalency Committee is working, and was wondering if the Governing Board will soon see a policy on equivalency. Dr. Wallace stated that a policy will be coming forth soon.

Mr. Lewis also informed the Board that the Needles Chamber of Commerce Annual Dinner will take place October 11, 2014, at the Avi Casino. The dinner will tie in the family of Charles Schultz, the creator of “Snoopy”, who lived in Needles, CA. Tickets are \$100 per person and everyone is invited.

X. INFORMATION ITEMS

1. Report of Purchases and Warrants for August 2014 *(shown loose in Board folders)*.
2. Out-of-state travel request for Cheryl Bruno-Mofu to travel with the Vocational Nursing students to conduct clinicals at La Paz Regional Hospital in Parker, AZ, August 26-27, 2014. I 2-3, 9-10, 16-17, 23-24, 30 and May 1, 2014.
3. CVSP will hold graduation ceremonies on November 6, 2014, at 10:00 a.m. Please RSVP to Carrie Mullion.
4. CCLC Annual Convention will be held November 20-22, 2014 in Rancho Mirage, CA *(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 14-13 A-15 – PART-TIME INSTRUCTORS/COUNSELORS FOR FALL SEMESTER 2014

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves instructors/counselors for fall semester 2014, shown as Reference A-15.

XI. CONSENT RESOLUTIONS (continued)

C. PERSONNEL

Resolution 14-13 C-71 – RETIREMENT OF BUILDING TRADES INSTRUCTOR (RHOADES)

BE IT RESOLVED the Superintendent/President has accepted, and the Board of Trustees approves, a notice of resignation/retirement from Michael Rhoades, Building Trades Instructor, effective June 30, 2015.

Resolution 14-13 C-72 – RETIREMENT OF DIRECTOR OF HUMAN RESOURCES (MITCHELL)

BE IT RESOLVED the Superintendent/President has accepted, and the Board of Trustees approves, a notice of resignation/retirement from Debra Mitchell, Director of Human Resources, effective December 25, 2014.

Resolution 14-13 C-73 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR FALL 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 Fall Semester 2014:

<u>Name</u>	<u>Position/Department</u>	<u>Rate of Pay (per hour)</u>
Acuna, Pollete	In-Class Tutor - Autos	\$9.75
Bergh, Andrew	Tutor - BSI Library	\$9.75
Cebrenos, Maria De Jesus	ESL Tutor – BSI	\$9.75
DeLeon, Dayana	Student Clerk – CalWORKS	\$9.25
Gonzalez, Juan Miguel	Peer Counselor – EOPS	\$9.75
Gonzalez, Vianette	Student Clerk – CalWORKS	\$9.25
Guzman, Daniel	Tutor – BSI Needles	\$9.75
Hamblen, James	Tutor – TRiO	\$9.75
Machado, Gustavo	Tutor – BSI Student Learning Center	\$9.75
McMillin, Tyler	Tutor – BSI	\$9.75
Moreno, Jessica	Student Clerk – CalWORKS	\$9.25
Munoz, Alexis	Student Clerk – CalWORKS	\$9.25
Rangel-Bedolla, Yanelli	Peer Counselor – TRiO	\$9.75
Riddle, Kelsie	Student Aide – TRiO	\$9.00
Rincon, Rudy	Peer Counselor – EOPS	\$9.75
	Tutor – EOPS	
Rodriguez, Michael	In-Class Tutor – Autos	\$9.75
Salazar, Alexa	Student Clerk – CalWORKS	\$9.25

(Blanket Motion)

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

Discussion occurred on Resolution 14-13 C-73, Resolution 14-13 C-71, Resolution 14-13 C-72; and Dr. Wallace 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

XII. ACTION ITEMS

C. PERSONNEL

Resolution 14-13 C-74 – APPROVAL OF REVISED CONTRACT & WORK DAYS/MONTHS FOR DIRECTOR, NEEDLES CENTER (MUNGUÍA)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the revised contract and number of work days for Eva Margarita Munguía, Director, Needles Center, from 219 days, 11 months to 241 days, 12 months per terms of agreement as shown in Reference C-74, effective July 1, 2014 through June 30, 2015. Number of days for administrators varies per year, 241 days for 2014-2015.

It was moved by Dr. Thomas, and seconded by Mr. Hyduke, that Resolution 14-13 C-74 be approved.

Mr. Lewis urged administration to look into keeping the Needles Center open on Friday's.

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 14-13 D-26 – FINAL BUDGET FOR 2014-2015 FISCAL YEAR

BE IT RESOLVED that Palo Verde Community College District Final Budget for fiscal year 2014-2015 be adopted *(to be handed out at this meeting)*.

It was moved by Mr. Edmond, and seconded by Mr. Hyduke, that Resolution 14-13 D-26 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

Resolution 14-13 D-27 – APPROVAL OF BOARD POLICIES

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

BP 2710 – Conflict of Interest
BP 2715 – Code of Ethics/Standards of Practice

It was moved by Mr. Arneson, and seconded by Mr. Hyduke, that Resolution 14-13 D-27 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

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. ADJOURN TO CLOSED SESSION

The Board of Trustees, and Dr. Wallace adjourned to Closed Session at 5:57 p.m. to discuss the following:

1. Public Employee Performance/Evaluation: Superintendent/President.

**Minutes approved at the October 14, 2014
Regular Board Meeting.**

Donald G. Wallace, Secretary of the Board