

PALO VERDE COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

BOARD OF TRUSTEES

One College Drive in Blythe – CL 101

(and Teleconference held at Needles Center, 725 West Broadway, Needles, CA)

Tuesday, February 12, 2013

5:00 p.m.

Palo Verde Community College District, in compliance with the Americans with Disabilities Act (ADA), requests individuals who may need special accommodation to access, attend, and/or participate in Board meetings to contact Carrie Mullion at 760-921-5440 at least forty-eight hours in advance of the meeting for information on such accommodation.

Persons wishing to address the Governing Board under Hearing of Citizens need to complete a Speaker Request Form (available at the reception table).

In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at Palo Verde Community College District, Office of the Superintendent/President, One College Drive, Blythe, CA 92225; at the College website www.paloverde.edu; or at the scheduled meeting.

Meeting 13-02

AGENDA

I. OPENING OF MEETING

- 1. Call to Order
- 2. Flag Salute
- 3. Roll Call

Millie Rodriguez, President	_____
George Thomas, Vice President	_____
Ted Arneson, Clerk	_____
Lincoln Edmond, Trustee	_____
Ed Gonzales, Trustee	_____
Ned Hydeke, Trustee	_____
Jerry Lewis, Trustee	_____
Frannie Gregory, Student Trustee	_____
Denise Whittaker, Interim Superintendent/President	_____
Sharon Jones, Interim Vice President of Instructional and Student Services	_____
Russi Egan, Chief Business Officer	_____

- 4. Approval of the Minutes of the Regular Meeting of January 22, 2013.
- 5. Approval of the Agenda for 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."

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.

IV. RECESS TO CLOSED SESSION (ONLY IF NEEDED EARLY IN THE AGENDA)

There are no Closed Session Items for this meeting.

V. RECONVENE TO OPEN SESSION (ANY ACTION TAKEN IN CLOSED SESSION WILL BE ANNOUNCED AT THIS TIME.)

Not applicable.

VI. PUBLIC NOTICE/HEARING

None.

VII. PRESENTATION

1. Accountability Reporting for the Community Colleges (ARCC) Report 2012 R – Brian Thieboux *(shown as Reference D-11)*
2. Program Review Superintendent/President's Office – Denise Whittaker, Interim Superintendent/President *(shown as Reference A-04)*

VIII. DISCUSSION

1. First Read, Palo Verde College Mission Statement *(shown as Reference VIII.1.)*

IX. REPORTS

1. Associated Student Government - Frannie Gregory, Student Trustee or designee
2. Academic Senate - Biju Raman, President
3. CSEA, Chapter 180 - Richard Soto, President
4. CCA/CTA - Derek Copple, President or Robert Robertson, designee
5. Denise Whittaker - Interim Superintendent/President
6. Sharon Jones - Interim Vice President of Instructional and Student Services
 - Preliminary FTES report
7. Russi Egan - Chief Business Officer
 - Deferral Report
 - 2012-13 Apportionment Report *(shown loose in Board folders)*
 - Quarterly Financial Status Report (CCFS-311-Q2) *(shown loose in Board folders)*
 - General Fund Cash Analysis January 2013 *(shown loose in Board folders)*
 - General Fund Comparative Statement of Revenue and Expenses January 2013 *(shown loose in Board folders)*
8. Board of Trustees Comments and Discussion

X. INFORMATION ITEMS

1. BP has sold solar interest to Kenyon Energy, LLC *(see Resolution B-12).*
2. Report of Purchases and Warrants for January 2013 *(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 13-02 A-03 – PART-TIME INSTRUCTORS/COUNSELORS FOR SPRING SEMESTER 2013

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves instructors/counselors for spring semester 2013, as shown in Reference A-03.

B. BUSINESS

Resolution 13-02 B-10 – AGREEMENT WITH RCOE FOR INFORMATION SYSTEMS SUPPORT (RATIFICATION)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the annual agreement with Riverside County Office of Education Superintendent of Schools for Information Systems Support (Galaxy) effective July 1, 2012 through June 30, 2013, with coverage and charges as shown in Reference B-10.

Resolution 13-02 B-11 – CLINICAL AGREEMENT WITH PVUSD/PALO VERDE HEADSTART

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Clinical Affiliation Agreement with Palo Verde Unified School District/Palo Verde Headstart, to provide required clinical experiences for Palo Verde Community College students enrolled in the Vocational Nursing, Emergency Medical Technicians and Phlebotomists Programs at Palo Verde College, effective January 1, 2013 through December 31, 2013, as shown in Reference B-11.

Resolution 13-02 B-12 – KENYON ENERGY, LLC, AMENDED CONTRACT

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the amended contract with Keynon Energy, LLC, effective December 31, 2012, as shown in Reference B-12.

Resolution 13-02 B-13 – CONSULTANT AGREEMENT FOR ART AND CERAMICS PROGRAM (GOLDSTEIN)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the consultant agreement with Lewis Goldstein, Barstow College art and ceramics faculty member, from February 21, 2013 through June 30, 2013, at a rate of \$50 per hour, plus mileage and travel expenses as needed, not to exceed \$2500, for the purpose of drafting the curriculum that would typically be offered in an Art and Ceramics program, and provide leadership in setting up and testing the wheels and kilns in the ceramics lab.

Resolution 13-02 B-14 – QUARTERLY FINANCIAL STATUS REPORT (CCFS-3111Q2)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees accepts the Quarterly Financial Status Report (CCFS-311-Q2), for quarter ending December 31, 2012, as prepared by Fiscal Services and submitted to the Chancellor's office *(shown loose in Board folders)*.

XI. CONSENT RESOLUTIONS (continued)

C. PERSONNEL

(Faculty)

Resolution 13-02 C-16 – RESIGNATION OF FACULTY MEMBER (CLINTON)

BE IT RESOLVED, that the Interim Superintendent/President has accepted a resignation letter dated January 28, 2013 from Philip Clinton, effective June 30, 2013.

Resolution 13-02 C-17 – EMPLOYMENT OF INTERIM FACULTY (GAMEZ)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves Maria E. Gamez as interim Faculty Member, a full-time, certificated, temporary position with a 177 work day contract (prorated), with salary placement on the Academic Salary Schedule as Row 2, Column 1, as determined by education and experience, effective January 28, 2013 to June 2, 2013. At that time she will revert back to a classified position at the same classified salary level.

(Classified)

Resolution 13-02 C-18 – INSTRUCTIONAL SERVICES SECRETARY, DISTANCE EDUCATION (COCKRELL)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the lateral transfer of Elizabeth Cockrell from Instructional Services Secretary, Title III, to Instructional Services Secretary, Distance Education, a full-time, 40 hour per week classified position. There will be no change in current salary placement, effective January 26, 2013.

Resolution 13-02 C-19 – ASSISTANT TO THE FINANCIAL AID OFFICER/OUTREACH COORDINATOR

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves _____ as the Assistant to the Financial Aid Officer/Outreach Coordinator, a full-time, 40 hour per week classified position at a placement of Row _____, Step _____ on the Classified Salary Schedule as soon as can be determined.

Resolution 13-02 C-20 – ON-CALL SUBSTITUTE CLASSIFIED EMPLOYEE (M. HUNT)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the substitute assignment of Mindy Hunt, as needed for clerical/secretarial/technical work as qualified, consistent with the CSEA contract and Education Code provisions. The substitute will be used as needed in the absence of classified employees to cover for approved absences, relief of quantity of work for report deadlines, and for emergency situations. The substitute will be paid at Step 1 of the classification of the classified position they are covering.

(Student Personnel)

Resolution 13-02 C-21 - PART-TIME TEMPORARY STUDENT EMPLOYEES FOR SPRING SEMESTER 2013

BE IT RESOLVED, that the following part-time temporary student employees (student aides, interpreters/student services clerks, tutors, peer counselor/coordinators, and peer counselor/recruiters) be approved for Spring Semester 2013:

<u>Name</u>	<u>Position/Department</u>	<u>Rate of Pay (per hour)</u>
Dorame, Danielle	Student Aide/Distance Education	\$8.00
Duran Sergio,	Student Aide/Distance Education	\$8.00
Gable, Benjamin	Student Tutor/Needles Center	\$8.75
Guzman, Daniel	Student Aide/Needles Center	\$8.00
Joneson, Zane	Student Clerk/CalWorks	\$8.25
Machado, Gustavo	Student Clerk/CalWorks	\$8.75
Ralston, Dana	Student Tutor/Automotive Tech	\$8.75

XI. CONSENT RESOLUTIONS (continued)

<u>Name</u>	<u>Position/Department</u>	<u>Rate of Pay (per hour)</u>
Solis, Jonna	Student Aide/Blythe Rec. Center	\$8.00
White, Matthew	Student Aide/Needles Center	\$8.00

D. MISCELLANEOUS

Resolution 13-02 D-09 - ACCEPTANCE OF TRANSFER FROM PALO VERDE COLLEGE FOUNDATION (VEHICLE)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees accepts the transfer from the Palo Verde College Foundation, of 1994 Grand Marquis to be used for the Automotive Technology Program.

(Blanket Motion)

It was moved by _____, and seconded by _____, that
Consent Resolutions be: (approved) (tabled until _____) (denied).

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

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

XII. ACTION ITEMS

A. INSTRUCTION

Resolution 13-02 A-04 – PROGRAM REVIEW APPROVAL (SUPERINTENDENT/PRESIDENT’S OFFICE)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Program Review as presented this evening by Denise Whittaker, Interim Superintendent/President, for the Superintendent/Presidents Office, as shown in Reference A-04.

It was moved by _____, and seconded by _____, that Resolution
13-02 A-04 be: (approved) (tabled until _____) (denied)

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

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

XII. ACTION ITEMS (continued)

B. BUSINESS

Resolution 13-02 B-15 – DISTRICT SURPLUS SALE

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees recommends miscellaneous materials, supplies, and equipment be declared surplus; and further recommends the Chief Business Officer/designee be authorized to conduct a surplus property sale, on a date to be determined, to dispose of these items, per Ed. Code 60510. List of surplus items shown as Reference B-15.

It was moved by _____, and seconded by _____, that Resolution 13-02 B-15 be: (approved) (tabled until _____) (denied)

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

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

C. PERSONNEL

Resolution 13-02 C-22 – REVISED JOB DESCRIPTION AND TITLE CHANGE, ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT/PRESIDENT

BE IT RESOLVED, to accurately reflect the work that is being done by full time Confidential employee, Denise Hunt, in the Office of the Superintendent/President, the Palo Verde Community College District Board of Trustees approves the changes made to the applicable job description and job title, as shown in Reference C-22. There is no change in classification or salary.

It was moved by _____, and seconded by _____, that Resolution 13-02 C-22 be: (approved) (tabled until _____) (denied)

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

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

Resolution 13-02 C-23 – REVISED JOB DESCRIPTION, ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT/PRESIDENT AND BOARD OF TRUSTEES

BE IT RESOLVED, to accurately reflect the work that is being done by full time Confidential employee, Carrie Mullion, in the Office of the Superintendent/President to support the Board of Trustees, the Palo Verde Community College District Board of Trustees approves the applicable changes made to the job description for Carrie Mullion, as shown in Reference C-23. There is no change in classification or salary.

It was moved by _____, and seconded by _____, that Resolution 13-02 C-23 be: (approved) (tabled until _____) (denied)

XII. ACTION ITEMS (continued)

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

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

D. MISCELLANEOUS

Resolution 13-02 D-10 – STUDENT 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 Student Trustee Frannie Gregory from the PVCCD Board of Trustees Regular Meeting on January 22, 2013.

It was moved by _____, and seconded by _____, that Resolution 13-02 D-10 be: (approved) (tabled until _____) (denied)

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

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

Resolution 13-02 D-11 – ACCEPTANCE OF ACCOUNTABILITY REPORTING FOR COMMUNITY COLLEGES (AARC) REPORT 2012

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees has reviewed, discussed and provided input on the ARCC (Accountability Reporting for Community Colleges) report for 2012, and approves the submission of this report as written, shown as Reference D-11.

It was moved by _____, and seconded by _____, that Resolution 13-02 D-11 be: (approved) (tabled until _____) (denied)

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

Motion carried/lost; Aye_____ No_____ Abstain_____ Absent_____

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.

XIV. RECESS TO CLOSED SESSION

Members of the public may be present to hear the Closed Session announcements and/or action and will be given an opportunity to speak on any closed session items at this time. Persons wishing to address the Governing Board under this item should fill out a Speaker Request Form available at the reception table.

There are no Closed Session items for this meeting.

XV. RECONVENE TO OPEN SESSION *(ANY ACTION TAKEN IN CLOSED SESSION WILL BE ANNOUNCED AT THIS TIME.)*

Not applicable.

XVI. ADJOURNMENT