

**PALO VERDE COMMUNITY COLLEGE DISTRICT**

**REGULAR MEETING  
BOARD OF TRUSTEES**

**Tuesday, April 8, 2014**

**5:00 p.m.**

**Needles Center Room 8**

**(ITV held at Palo Verde College, One College Drive, Blythe, CA)**

*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](http://www.paloverde.edu); or at the scheduled meeting.*

**Meeting 14-05**

**AGENDA**

**I. OPENING OF MEETING**

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

Millie Rodriguez, President	_____
George Thomas, Vice President	_____
Ned Hydeke, Clerk	_____
Ted Arneson, Trustee	_____
Lincoln Edmond, Trustee	_____
Ed Gonzales, Trustee	_____
Jerry Lewis, Trustee	_____
Alex Munoz, Student Trustee	_____

Donald Wallace, Superintendent/President	_____
Sharon Jones, Interim Vice President of Instruction and Student Services	_____
Russi Egan, Chief Business Officer	_____

- 4. Approval of the Minutes of the Regular Meeting of March 11, 2014.
- 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 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** *(refer to the end of this meeting)*

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

**VI. PUBLIC NOTICE/HEARING**

None.

**VII. PRESENTATION**

None.

**VIII. DISCUSSION**

1. First Reading of revised Board Policies *(shown loose in Board folders)*:  
BP 3250 Institutional Planning;  
BP 3900 Speech: Time, Place and Manner;  
BP 6100 Delegation of Authority,  
BP 6150 Designation of Authorized Signatures;  
BP 6200 Budget Preparation;  
BP 6250 Budget Management;  
BP 6300 Fiscal Management;  
BP 6320 Investments;  
BP 6330 Purchasing;  
BP 6335-PVC Use of District Credit Cards;  
BP 6340 Contracts;  
BP 6400 Audits;  
BP 6450 Wireless or Cellular Phone Use;  
BP 6500 Property Management;  
BP 6520 Security for District Property;  
BP 7700 Whistleblower Protection.

**IX. REPORTS**

1. Associated Student Government – Alex Munoz, Student Trustee or designee
2. Academic Senate - Biju Raman, President or designee
3. CSEA, Chapter 180 - Richard Soto, President or designee
4. CCA/CTA - Derek Copple, President or designee
5. Don Wallace - Superintendent/President
6. Sharon Jones - Interim Vice President of Instruction and Student Services
7. Russi Egan - Chief Business Officer
  - General Fund Cash Analysis for March 2014 *(shown loose in Board folders)*
  - General Fund Comparative Statement of Revenue and Expenses March 2014 *(shown loose in Board folders)*
8. Board of Trustees Comments and Discussion

**X. INFORMATION ITEMS**

1. Report of Purchases and Warrants for March 2014 *(handouts provided at the meeting)*.
2. Revised Administrative Procedures *(shown loose in Board folders)*:  
AP 3420 Equal Employment Opportunity;  
AP 3900 Speech: Time, Place, and Manner;  
AP 6100 Delegation of Authority;  
AP 6150 Designation of Authorized Signatures;  
AP 6200 Budget Preparation;

AP 6250 Budget Management;  
AP 6300 Fiscal Management;  
**X. INFORMATION ITEMS (continued)**

- AP 6305 Reserves and Other Funds;  
AP 6310 Accounting;  
AP 6315 Warrants;  
AP 6320 Investments;  
AP 6325 Payroll;  
AP 6330-0 Purchasing;  
AP 6335-PVC Use of District Credit Cards;  
AP 6340 Bids and Contracts;  
AP 6350 Contracts-Construction;  
AP 6350 Contracts-Electronic Systems and Materials;  
AP 6365 Contracts-Accessibility of Information Technology;  
AP 6370 Contracts-Personal Services;  
AP 6380 Contracts-Vendors;  
AP 6400 Audits;  
AP 6450 Wireless or Cellular Phone Use;  
AP 6500 Property Management;  
AP 6520 Security for District Property;  
AP 7700 Whistleblower Protection.
3. Mr. Arneson will be recognized and honored for 20 years of service as a Trustee at the Annual CCLC Trustees Conference in Newport Beach, CA. May 2-4, 2014.
  4. Dr. Wallace will be attending the Annual Southern CCLC CEO Conference in Lake Arrowhead, CA, April 22-25, 2014.
  5. Palo Verde College Foundation will hold the annual Foundation BBQ May 2, 2014 from 4:00-7:00 p.m.
  6. Palo Verde College Commencement will take place Saturday, May 31, 2014 at 11:00 a.m. in the Clancy Osborne Physical Education Center.
  7. Ironwood State Prison Commencement will take place Wednesday, June 4, 2014 at 9:00 a.m.; CVSP Commencement will take place Thursday, June 5, 2014 at 10:00 a.m. Official State Prison Visitor Clearance forms to attend the events are included in Board folders.
  8. Out-of-state travel request for Cheryl Bruno-Mofu to travel with the VN students to conduct clinicals at La Paz Regional Hospital in Parker, AZ, April 2-3, 9-10, 16-17, 23-24, 30 and May 1, 2014.

**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 14-05 A-04 – INSTRUCTORS RECOMMENDED TO BE GRANTED EQUIVALENCY**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the recommendation of Academic Senate and Equivalency Committee that the following instructors be granted equivalency. A certification of equivalency means only that an applicant has met the minimum qualifications for a discipline, and has been put into a hiring pool. Equivalency is not a promise of future employment.

**XI. CONSENT RESOLUTIONS (continued)**

<b>Name</b>	<b>Discipline</b>	<b>Authorization for Service</b>	<b>Valid</b>	<b>Senate &amp; Committee Approval Date</b>
Stoeckle, Sioux	Theater Arts	Full-Time Instructor	Life	Approved 03/11/14
Malson, Suzanne	Anthropology	Part-Time Instructor	Life	Approved 03/11/14

**C. PERSONNEL**

**Resolution 14-05 C-17 - RELEASE OF CLASSIFIED PROBATIONARY EMPLOYEE**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the release of employee #220306, a part-time classified probationary employee effective April 10, 2014.

**Resolution 14-05 C-18 - RELEASE OF CLASSIFIED PROBATIONARY EMPLOYEE**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the release of employee #231867, a part-time classified probationary employee effective April 10, 2014.

**Resolution 14-05 C-19 - TEMPORARY LIBRARY TECHNICIAN (CERVANTEZ SANCHEZ)**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the temporary employment of Pablo Cervantez Sanchez, as Temporary Library Technician, at a placement of Row 5, Column 1, on the Part-Time Classified Salary Schedule, effective April 11, 2014.

**Resolution 14-05 C-20 - TEMPORARY LIBRARY TECHNICIAN (VASQUEZ)**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the temporary employment of Matthew Vasquez, as Temporary Library Technician, at a placement of Row 5, Column 1, on the Part-Time Classified Salary Schedule, effective April 11, 2014.

**Resolution 14-05 C-21 – 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:

<b><u>Name</u></b>	<b><u>Position/Department</u></b>	<b><u>Rate of Pay (per hour)</u></b>
Dorame, Danielle	Tutor – DSPS/TRiO	\$8.75

**D. MISCELLANEOUS**

**Resolution 14-05 D-10 – ACCEPTANCE OF TRANSFER FROM PALO VERDE COLLEGE FOUNDATION (VEHICLE AND LAPTOP)**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees accepts the transfer from Palo Verde College Foundation of a 1996 Jeep Cherokee, to be used for the Automotive Technology Program, and a Toshiba Laptop computer to be used for the CIS Program.

**XI. CONSENT RESOLUTIONS (continued)**

**(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/failed; Aye\_\_\_\_\_ No\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_

**XII. ACTION ITEMS**

**B. BUSINESS**

**Resolution 14-05 B-10 – CONTRACT AGREEMENT WITH CAMBRIDGE WEST PARTNERSHIP, LLC (RATIFICATION)**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the ratification of the Contract Agreement with Cambridge West Partnership, LLC, to provide formulation and management of the 5-Year (Capital) Construction Plan (5YCP), and formulation and management of Report 17 (Annual Space Inventory). This Agreement will be effective March 1, 2014, and shall be completed by no later than December 31, 2014. Compensation for services shall be \$32,000, as shown in Reference B-10.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 14-05 B-10 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

**Resolution 14-05 B-11 – CONSULTANT AGREEMENT WITH LUZ VALENZUELA (RATIFICATION)**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the ratification of the Agreement for Consultant Services for Luz Valenzuela, to provide the maintenance annual set-up within Datatel as required for Palo Verde College to maintain compliance with Federal Regulations. This Agreement will become effective February 22, 2014, and shall continue in effect through June 30, 2014. Compensation for services shall be \$90.00 per hour plus expenses as needed, as shown in Reference B-11.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 14-05 B-11 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

**XII. ACTION ITEMS (continued)**

**Resolution 14-05 B-12 – AGREEMENT WITH CDCR FOR INSTITUTIONAL TRANSITION PROGRAM**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Agreement with California Department of Corrections and Rehabilitation (CDCR), Agreement #5600004278, for the Institutional Transition Program, as shown in Reference B-12. This Program will provide inmates with job readiness and job skills prior to their release

from prison. PVCCD shall provide the facilitation, implementation, and day-to-day operation of the Transition Program to inmates incarcerated at the Chuckawalla Valley State Prison and Ironwood State Prison located in Blythe, CA. The initial term of this Agreement shall be from the time the Agreement is approved by the California Department of General Services, through June 30, 2016. Total Budget Summary to be paid by CDCR will be as follows:

<b>FISCAL YEAR</b>	<b>BUDGET AMOUNT</b>
FY 2013/2014	\$249,050
FY 2014/2015	\$595,300
FY 2015/2016	\$595,300
<b>TOTAL CONTRACT AMOUNT</b>	<b>\$1,439,650</b>

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 14-05 B-12 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

**C. PERSONNEL**

**Resolution 14-05 C-22 – CERTIFICATION OF CLASSIFIED MANAGERS AS EXEMPT EMPLOYEES**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees certifies that the duties, flexibility of hours, salary, benefit structure and authority of the positions or classes of positions known as Classified Managers are of such a nature that they should be set apart from those positions that are subject to the overtime provisions and that employees serving in the excluded positions or classes of positions will not be unreasonably discriminated against as a result of the exclusion. Accordingly, the following positions are to be certified as exempt from overtime provisions effective at the beginning of the 2014-2015 fiscal year. Future positions that may be created will be certified as exempt or non-exempt at the time of their creation and approval by the Board of Trustees.

- DIRECTOR OF ADMISSIONS & RECORDS
- DIRECTOR OF FINANCIAL AID & SCHOLARSHIPS
- DIRECTOR OF HUMAN RESOURCES
- DIRECTOR OF INFORMATION TECHNOLOGY
- ASSISTANT DIRECTOR OF INFORMATION TECHNOLOGY
- BENEFITS & PAYROLL MANAGER
- INSTRUCTIONAL SERVICES MANAGER
- MAINTENANCE/CUSTODIAL/GROUNDS SUPERVISOR

**XII. ACTION ITEMS (continued)**

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 14-05 C-22 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

**Resolution 14-05 C-23 – APPROVAL OF CLASSIFIED MANAGEMENT AND CONFIDENTIAL EMPLOYEE HANDBOOK**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Classified Management and Confidential Employee Handbook, effective July 1, 2014, as submitted (*shown loose in Board folders*).

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 14-05 C-23 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

**D. MISCELLANEOUS**

**Resolution 14-05 D-11 – CALIFORNIA COMMUNITY COLLEGE TRUSTEES BOARD ELECTION 2014**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Official Ballot for the California Community College Trustees (CCCT) (*shown loose in Board folders*) Board Election for 2014, be submitted to Community College League of California as follows:

- (There are seven [7] three-year vacancies, and one, one [1] year vacancy on the Board)
- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 14-05 D-11 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

**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. ADJOURN 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*

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code Section 54957
2. Public Employee Performance Evaluation: Superintendent/President