### PALO VERDE COMMUNITY COLLEGE DISTRICT

REGULAR MEETING BOARD OF TRUSTEES Tuesday, June 10, 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)

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 14-08

## **AGENDA**

#### I. OPENING OF MEETING

- 1. Call to Order
- 2. Flag Salute

### **ACTION ITEM**

### Resolution 14-08 D-15 – APPOINTMENT OF STUDENT TRUSTEE (MUNOZ)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees accepts the recommendation from the Associated Student Government and appoints Alex Munoz as Student Trustee for Academic year 2014-2015.

It was moved by Resolution 14-08 D-15 be:	, and a	seconded by ) (tabled until	)	, that (denied)
Student Advisory Arneson Edmond	Gonzales Hyduke Lewis	<u> </u>	Rodriguez Thomas	
Motion carried/failed; Aye	No	Abstain	Absent	

#### **OATH OF OFFICE**

Student Trustee Alex Munoz will be formally sworn in and join the Governing Board at the Board table for the remainder of the meeting.

### I. OPENING OF MEETING (continued)

3.	Roll Call:	
	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	
	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 May 13, 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

- 1. Admissions and Records Program Review Sharon Jones, Interim Vice President of Instruction and Student Services (shown loose in Board packets).
- 2. CalWORKs Program Review Staci Lee, Student Development Manager (shown loose in Board packets).

### VIII. DISCUSSION

1. First Reading of revised Board Policies (shown loose in Board folders):

BP 2015 - Student Member

BP 6530 - District Vehicles

BP 6531 PVC - Staff Travel

BP 6535 – Use of District and Non-district Equipment

BP 6540 - Insurance

### VIII. DISCUSSION (continued)

BP 6550 - Disposal of Property

BP 6600 - Capital Construction

BP 6620 – Naming Buildings

BP 6740 - Citizens' Oversight Committee

BP 6750 - Parking

BP 6770 - Energy and Sustainability

BP 6800 - Safety

### 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 May 2014 (shown loose in Board folders)
  - General Fund Comparative Statement of Revenue and Expenses May 2014 (shown loose in Board folders)
- 8. Board of Trustees Comments and Discussion.

### X. INFORMATION ITEMS

- 1. Report of Purchases and Warrants for May 2014 (shown loose in Board folders).
- 2. Per Board Policy 2745, Board Self Evaluation; the Board of Trustees have received copies of their 2013-2014 Performance Goals, 2012-2014 Institutional Goals, and 2012-2013 Self Evaluation (shown loose in Board folders).
- 3. Revised/reviewed Administrative Procedures (shown loose in Board folders):

AP 2015 - Student Member(s);

AP 6530 - District Vehicles;

AP 6531 PVC - Staff Travel;

AP 6535 - Use of District and Non-District Equipment;

AP 6540 - Insurance;

AP 6550 - Disposal of Property;

AP 6600 - Capital Construction;

AP 6620 - Naming Buildings;

AP 6740 - Citizens' Oversight Committee:

AP 6750 - Parking;

AP 6800 - Safety;

AP 6800-1 - Surveillance Cameras;

AP 6850-0 - Hazardous Materials Communications Program:

AP 6850-1 - Hazardous Materials Management Program.

### 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 14-08 A-11 - CURRICULUM APPROVAL

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves new and revised courses in various curriculum areas; shown as Reference A-11.

#### **B. BUSINESS**

### Resolution 14-08 B-17 - AUTHORIZED AGENTS FOR PVCCD

BE IT RESOLVED that the following college employees be appointed as authorized agents to sign financial reports, warrant orders, check orders for salary placement, payroll and notices of employment for the Palo Verde Community College District of Riverside County (all other previous names will be deleted from the accounts), effective July 1, 2014 in compliance with Board Policy 2430 and Certification of Signatures form 3807 from Riverside County Office of Education.

Account	Authorized A	<u>igents</u>
(Checks issued for this account are from Riverside County Office of Education Schools of Riverside County (regular college warrant orders, orders for salary payment and notices of employment)	Donald G. Wallace Sean C. Hancock Denise Hunt	Russi Egan Debra Mitchell
(Checks issued for the following accounts are from Provident Bank in Schools of Riverside County (college clearing and revolving checking accounts)	Donald G. Wallace	Russi Egan Debra Mitchell
Schools of Riverside County Auxiliary Business Services (Bookstore)	Donald G. Wallace Denise Taylor	Debra Mitchell Russi Egan
Schools of Riverside County Associated Student Government (savings)	Donald G. Wallace Sean C. Hancock Staci Lee	Russi Egan Debra Mitchell
Schools of Riverside County Associated Student Government (checking)	Donald G. Wallace Sean C. Hancock Staci Lee	Russi Egan Debra Mitchell
Schools of Riverside County Clubs and Scholarship Account	Donald G. Wallace Sean C. Hancock	Russi Egan Debra Mitchell
(Checks issued for this account are from Federal Funding) Federal Funds - Financial Aid Accounts	Donald G. Wallace Sean C. Hancock	Russi Egan Debra Mitchell
Needles Checking Account	Donald G. Wallace Sean C. Hancock	Russi Egan Eva Munguía

# Resolution 14-08 B-18 – AUTHORIZED AGENTS FOR LAIF ACCOUNT WITH STATE TREASURY

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the resolution, for Palo Verde College Fiscal Services to add and change authorized agents to the LAIF (Local Agency Investment Fund) account with the State Treasury Department (in connection with transfer of COPs monies). The following college employees are to be appointed as authorized agents to sign for deposits, transfers and withdrawals to this account.

Donald G. Wallace

Russi Egan

#### Resolution 14-08 B-19 – AUTHORIZED AGENTS FOR SBEDC ACCOUNT

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the following college employees be appointed as authorized agents to sign checks and other necessary documents for the SBEDC (Small Business Economic Development Center), effective July 1, 2014 (account located at Provident Bank in Blythe).

Donald G. Wallace Russi Egan Sean C. Hancock Denise Hunt

# Resolution 14-08 B-20 - RECIPROCITY AGREEMENT WITH ARIZONA WESTERN COLLEGE

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees accepts and approves the terms and conditions of the reciprocity agreement between Arizona Western College and Palo Verde Community College, effective July 1, 2014 through June 30, 2017; shown as Reference B-20.

#### C. PERSONNEL

# Resolution 14-08 C-34 - NEW JOB DESCRIPTION FOR INSTITUTIONAL TRANSITION PROGRAM DIRECTOR

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the new job description for Institutional Transition Program Director (exempt position), an Educational Administrator position, Row 4 of the Administrator salary schedule, 12 month. Dependent on continuation of CDCR funding; shown as Reference C-34.

# Resolution 14-08 C-35 - NEW JOB DESCRIPTION FOR INSTITUTIONAL TRANSITION PROGRAM FACILITATOR

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the new job description for Institutional Transition Program Facilitator, a Full-Time Faculty position, 212 day, 12 month or per CDCR contract days. Not a tenure track position, dependent on continuation of CDCR funding; shown as Reference C-35.

# Resolution 14-08 C-36 - INTERIM INSTITUTIONAL TRANSITION PROGRAM FACILITATOR (ATIYOTA)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the temporary employment of Ejovboke David Atiyota as Interim Institutional Transition Program Facilitator, a faculty position, at a salary placement on the 212 day faculty salary schedule of Row 3, Column II, with benefits, pending verification of employment, effective May 27, 2014, until the grant funded position is filled full time. Human Resources has verified that the applicant meets the required minimum qualifications.

# Resolution 14-08 C-37 - INTERIM INSTITUTIONAL TRANSITION PROGRAM FACILITATOR (DE LA CRUZ)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the temporary employment of Eva De La Cruz as Interim Institutional Transition Program Facilitator, a faculty position, at a salary placement on the 212 day faculty salary schedule of Row 7, Column I, with benefits, pending verification of employment, effective May 27, 2014, until the grant funded position is filled full time. Human Resources has verified that the applicant meets the required minimum qualifications.

# Resolution 14-08 C-38 - REVISED JOB DESCRIPTION AND CLASSIFICATION FROM EOPS DIRECTOR/COUNSELOR (FACULTY), TO DIRECTOR, EOPS/CARE (EDUCATIONAL ADMINISTRATOR)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the revised job description and classification for Director, EOPS/CARE (exempt), an Educational Administrator, 212 days, 12 months, a categorical position; shown as Reference C-38.

# Resolution 14-08 C-39 - RECLASSIFICATION OF FACULTY TO EDUCATIONAL ADMINISTRATOR (M. RIVERA)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the reclassification of Maria (Machi) Rivera, from full-time faculty, EOPS Director/Counselor, to Educational Administrator, Director, EOPS/CARE (exempt), due to mandated changes to the EOPS guidelines. Placement will be on Row 4, Step 11 of the Educational Administrator salary schedule prorated to 212 days, 12 months, effective July 1, 2014.

Resolution 14-08 C-40 - REVISED JOB DESCRIPTION (FACULTY) EOPS COUNSELOR BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the revised job description for EOPS Counselor, a full-time faculty, 212 days, 12 months, categorical position; shown as Reference C-40.

# Resolution 14-08 C-41 - RESIGNATION OF DIRECTOR OF FINANCIAL AID & SCHOLARSHIPS (WOODS)

BE IT RESOLVED the Superintendent/President has accepted, and Palo Verde Community College District Board of Trustees approves, the voluntary resignation of Suzanne Woods, Director of Financial Aid and Scholarships, effective June 30, 2014.

# Resolution 14-08 C-42 - APPOINTMENT OF DIRECTOR OF FINANCIAL AID & SCHOLARSHIPS (ESQUIBEL-MENDEZ)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the appointment of Diana Esquibel-Mendez to Director of Financial Aid & Scholarships, a full-time, 12 month, exempt Classified Management position, with salary placement on the Classified Management/Confidential Salary Schedule of Row 6, Step 7, effective June 26, 2014. This salary placement includes the normal step increase the employee would otherwise be entitled to on July 1, 2014.

### Resolution 14-08 C-43 – LEAVE OF ABSENCE REQUEST (FLORES)

BE IT RESOLVED that the Superintendent/President has accepted a request for an unpaid leave of absence from Henry Flores, full-time Student Services Technician I, for a one year period beginning June 13, 2014, ending June 12, 2015, and is recommending approval. This leave provision is included in the CSEA Union Bargaining Agreement.

### Resolution 14-08 C-44 - TEMPORARY HOURLY ASSISTANT (WALNOHA)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves Melinda Walnoha (retired annuitant) to assist in various duties in Instruction and Student Services, and the Foundation as needed; to be paid her current hourly per diem rate through June 30, 2015, not to exceed 960 hours per fiscal year.

# Resolution 14-08 C-45 - PART-TIME TEMPORARY STUDENT EMPLOYEES FOR SUMMER 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 Summer Semester 2014:

	Name Angeles, Angel  Bunch, Britny Infante, Melissa Pryor, Matthew Rangel, Yaneli Teniente, Anthony  Tennefos, Christopher	Position/Department Peer Counselor – EOPS Tutor – EOPS Student Clerk – BSV Student Aide – Financial Aid Student Aide – BFA Student Aide – Financial Aid Tutor – EOPS Peer Counselor – EOPS Student Aide – BFA	Rate of Pay (per hour) \$8.75 \$8.75 \$8.25 \$8.75 \$8.00 \$8.75 \$8.75 \$8.75 \$8.75 \$8.75
		(Blanket Motion)	
	It was moved by Consent Resolutions be:	, and seconded by (approved) (tabled until	, that ) (denied).
	Student Advisory Arneson Edmond	Gonzales Hyduke Lewis	Rodriguez Thomas
	Motion carried/failed; Aye_	No Abstain	Absent
XII.	ACTION ITEMS		
		A. INSTRUCTION	
	BE IT RESOLVED that Palo	- PROGRAM REVIEW APPR RECORDS) Verde Community College Distric Imissions and Records, as pres in Board packets).	ct Board of Trustees approves
	It was moved by 14-08 A-12 be: (app	, and seconded by proved) (tabled until	, that Resolution (denied)
	Student Advisory Arneson Edmond	Gonzales Hyduke Lewis	Rodriguez Thomas

Motion carried/failed; Aye\_\_\_\_ No\_\_\_\_ Abstain\_\_\_\_ Absent\_\_\_\_

# Resolution 14-08 A-13 – PROGRAM REVIEW APPROVAL (CALWORKS)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Program Review for CalWORKs, as presented at this meeting to the Governing Board (shown loose in Board packets).

XII.	<b>ACTION ITEMS</b>	(continued)	
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t was moved by 14-08 A-13 be:	(approved)	and seconded	by	, tha	t Resolution
Student Advisory		Gonzales		Rodriguez	
Arneson Edmond		Hyduke Lewis		Thomas	
Motion carried/failed;	Aye No	o Abstai	in A	bsent	
	В.	BUSINESS			
Resolution 14-08 B-2					
BE IT RESOLVED that the agreement betwee electronic admission and the common as CCCApply, 2014, through June 30	t Palo Verde Co een PVCCD an application, for operated by XA	nd XAP Corpo the California AP Corporation	ge District E ration, to p Community , for a fee o	soard of Truste provide suppor College Syste	es approves rt for online em ("CCC"),
t was moved by 14-08 B-21 be:	(approved)	and seconded (tabled until _	by)	, tha (denied)	t Resolution
Student Advisory Arneson Edmond		Gonzales Hyduke Lewis		Rodriguez Thomas	
Motion carried/failed;	Aye No	o Abstai	in A	bsent	
Resolution 14-08 B-2				HE DESERT F	OR SOLAR
BE IT RESOLVED thathe agreement between reimburse Palo Verded advertising for Solar 12014; shown as Referometers	t Palo Verde Co en College of e College up Photovoltaics o	the Desert and to \$5,200.00	ge District B d PVCCD. for adjunct	College of the instructor exp	Desert will benses and
t was moved by 14-08 B-22 be:	(approved)	and seconded (tabled until _	by)	, tha (denied)	t Resolution
Student Advisory Arneson Edmond	<u></u>	Gonzales Hyduke Lewis	<u> </u>	Rodriguez Thomas	=
Motion carried/failed;	Aye No	o Abstai	in A	bsent	

# Resolution 14-08 B-23 – AGREEMENT WITH BRAINFUSE

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves

through July 31, 2016; shown as Reference B-23. It was moved by \_\_\_\_\_\_, and seconded by \_\_\_\_\_\_, that Resolution 14-08 B-23 be: (approved) (tabled until \_\_\_\_\_) (denied) XII. **ACTION ITEMS (continued)** Student Advisory Gonzales Rodriguez Hyduke Lewis Thomas Arneson Edmond Motion carried/failed; Aye\_\_\_\_ No\_\_\_\_ Abstain\_\_\_ Absent\_ Resolution 14-08 B-24 – AGREEMENT FOR CONSULTANT SERVICES (PRATT) BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Agreement for Consultant Services for Linda Pratt, to provide training to Financial Aid staff and handling of special reports during the academic year 2014-2015 to ensure compliance of Title IV regulations, and assist with mandated federal regulations, at a rate of \$90.00 per hour plus expenses as needed, effective July 1, 2014 through June 30, 2015; shown as Reference B-24. It was moved by \_\_\_\_\_\_, and seconded by \_\_\_\_\_\_, that Resolution 14-08 B-24 be: (approved) (tabled until \_\_\_\_\_) (denied) Rodriguez Thomas Gonzales
Hyduke
Lewis Student Advisory Thomas Arneson Edmond Motion carried/failed; Aye\_\_\_\_ No\_\_\_\_ Abstain\_\_\_\_ Absent\_\_\_\_ Resolution 14-08 B-25 - CONSULTANT AGREEMENT CAMBRIDGE WEST PARTNERSHIP, LLC, ADMENDMENT #4 BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves Amendment #4 of Agreement between PVCCD and Cambridge West Partnership, LLC, for Consultant Services in support of the Office of the Superintendent/President, and the Office of Business Services, for a fee of not to exceed \$3,000 per month on a retainer basis. Additional to this monthly compensation, travel time will be billed at \$80.00 per hour. effective July 1, 2014 and ending June 30, 2015, at which time the Agreement shall expire, unless extended or modified by mutual written consent and approval of PVCCD governing board; as shown in Reference B-25. It was moved by \_\_\_\_\_\_, and seconded by \_\_\_\_\_\_, that Resolution 14-08 B-25 be: (approved) (tabled until \_\_\_\_\_) (denied) Gonzales Hyduke Lewis Student Advisory Rodriguez Arneson Thomas Edmond Motion carried/failed; Aye\_\_\_\_ No\_\_\_\_ Abstain\_\_\_\_ Absent\_\_\_\_ C. PERSONNEL

the agreement with Brainfuse, Inc., to provide instant access live online tutoring to Palo Verde College students, at a rate of \$3,000.00 for up to 125 hours. After the 125 hours are exhausted, the rate will be \$24.00 per hour. This agreement is effective August 1, 2014

Resolution 14-08 C-45 - CLASSIFIED CDC HOURLY AND FULL-TIME

# INSTRUCTIONAL AIDE SALARY SCHEDULE CHANGES

BE IT RESOLVED that due to the California minimum wage increases effective July 1, 2014 (\$9.00 per hour), and January 1, 2016 (\$10.00 per hour), Palo Verde Community College District Board of Trustees approves the changes to the Classified Salary Schedules for the Child Development Center Hourly and the Full-Time Instructional Aides; shown as Reference C-45.

### XII. ACTION ITEMS (continued)

It was moved by		and seconded	d by	, that R	esolution
It was moved by 14-08 C-45 be:	(approved)	(tabled until	)	(denied)	
Student Advisory Arneson Edmond		Gonzales Hyduke Lewis		Rodriguez Thomas	
Motion carried/failed;	Aye N	o Absta	ain A	bsent	
	D.	MISCELLANE	EOUS		
Resolution 14-08 D-	16 – NOTICE ( 4, 2014	OF GOVERNIN	IG BOARD	ELECTION, NOV	EMBER
BE IT RESOLVED, that resolutions (for both Regoverning board mem for consolidation for governing to Elections (limited to 200 words, pages) thereof; shown a	at Palo Verde C Riverside Coun ber biennial ele governing boar Code Section 1 printed and ma	ty and San Ber ection, specific d member elec 3307, candida iled to voters, s	rnardino Cou ations of the ction to be he tes requestin	nty) ordering con- election order, and eld on November g a Candidates Si	solidated d request 4, 2014. atement,
It was moved by 14-08 D-16 be:	(approved)	and seconded (tabled until	d by)	, that R (denied)	esolution
Student Advisory Arneson Edmond		Gonzales Hyduke Lewis		Rodriguez Thomas	
Motion carried/failed;	Aye N	o Absta	ain A	bsent	
Resolution 14-08 D-4 BE IT RESOLVED, that the tentative budget for	at Palo Verde C	Community Coll	ege District E	Board of Trustees	approves
It was moved by 14-08 D-17 be:	(approved)	and seconded (tabled until	by)	, that R (denied)	esolution
Student Advisory Arneson Edmond	<u></u>	Gonzales Hyduke Lewis	<u> </u>	Rodriguez Thomas	
Motion carried/failed;	Aye N	o Absta	ain A	bsent	

<u>Resolution 14-08 D-18</u> – 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 Trustee Ned Hyduke II from the PVCCD Regular Meeting on March 11 2014.
	It was moved by, and seconded by, that Resolution 14-08 D-18 be: (approved) (tabled until) (denied)
XII.	ACTION ITEMS (continued)
	Student Advisory Gonzales Rodriguez Arneson Hyduke Thomas Edmond Lewis
	Motion carried/failed; 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.	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.