

**PALO VERDE COMMUNITY COLLEGE DISTRICT**

**REGULAR MEETING**

**BOARD OF TRUSTEES**

**Tuesday, June 25, 2013**

**5:00 p.m.**

**One College Drive in Blythe – CL 101**

*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 13-11**

**AGENDA**

**I. OPENING OF MEETING**

- 1. Call to Order
- 2. Flag Salute
- 3. Action Item

**Resolution 13-11 D-21 – 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 2013-2014.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 D-21 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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)**

4. Roll Call

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

- 5. Approval of the Minutes of the Regular Meeting of May 14, 2013.
- 6. Approval of the Minutes of the Special Meeting/Study Session of May 28, 2014.
- 7. 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**

Refer to the end of this meeting.

**V. RECONVENE TO OPEN SESSION**

Not applicable.

**VI. PUBLIC NOTICE/HEARINGS**

None.

**VII. PRESENTATION**

- 1. 2013-2014 Tentative Budget - Russi Egan, Chief Business Officer *(shown loose in Board folders).*

## VIII. DISCUSSION

1. *First Read* revision of Board Policy 2745 – Board Self-Evaluation, (shown as Reference VIII.1).
2. *First Read* revision of Board Policy 6700 - Civic Center and Other Facilities Use, (shown as Reference VIII.2).
3. Board of Trustees Evaluation and Goals 2013-2014 (shown loose in Board folders).

## IX. REPORTS

1. Associated Student Government – Alex Munoz, 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  
(Report will be provided by Denise Whittaker in the absence of Ms. Jones)
  - Truck Driver Study Report by Paul Shibalovich (shown loose in Board folders).
7. Russi Egan - Chief Business Officer
  - General Fund Cash Analysis for May 2013 (shown loose in Board folders).
  - General Fund Comparative Statement of Revenue and Expenses May 2013 (shown loose in Board folders).
8. Board of Trustees Comments and Discussion

## X. INFORMATION ITEMS

1. Report of Purchases and Warrants for May 2013 (shown loose in Board folders).
2. Palo Verde College Spring 2013 Enrollment Fee Waiver Pilot Program Summary of Participants (shown as Reference X.2).
3. Director of Needles Center Job Description (shown as Reference X.3.).
4. New Administrative Procedures 6700 Civic Center Rentals, as approved by College Council on May 21, 2013 after constituent dissemination (shown as Reference X.4).
5. Letter of Confirmation from The Young Americans (shown as Reference X.5).
6. Ratification of out-of-state travel for Suzy Woods, Rorie Nelson, Julene Marquez, and Leslie Rayner to travel to Phoenix, AZ, May 19-21, 2013, for Western Association of Student Financial Aid Administrators Conference.
7. Out-of-state travel for Biju Raman to take airline flight from Phoenix, AZ, to Sacramento, CA, June 11-13, 2013 for the Faculty Leadership 2013 – Academic Senate Conference.
8. College Office Closure July 1-3, 2013. Classes will continue to be in session.
9. Meet and Greet with Dr. Wallace, Superintendent/President, July 8, 2013 at 9:00 a.m. in CS 123/124.

## 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 13-11 A-20 – INSTRUCTORS RECOMMENDED TO BE GRANTED EQUIVALENCY**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves 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 promise of future employment.

**XI. CONSENT RESOLUTIONS (continued)**

<u>Name</u>	<u>Discipline</u>	<u>Authorization for Service</u>	<u>Valid</u>	<u>Committee Action</u>
Robertson, Robert	Philosophy	Full-Time	Life	Approved 5/14/13
Martinez, Peter	Accounting	Full-Time	Life	Approved 4/16/13

**Resolution 13-11 A-21 – K-12 ENROLLMENTS, SUMMER 2013**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves that K-12 students, completing approved college enrollment process, as shown in Reference A-21, be approved to attend classes at Palo Verde College for Summer 2013. Administration is recommending approval subject to space availability in classes.

**Resolution 13-11 A-22 – CURRICULUM APPROVED AT MAY MEETING**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves new and revised courses in various curriculum areas, as shown in Reference A-22.

**B. BUSINESS**

**Resolution 13-11 B-25 – AUTHORIZED AGENTS FOR LAIF ACCOUNT WITH STATE TREASURY DEPARTMENT**

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, effective July 1, 2013.

Donald G. Wallace  
Sharon Jones

Russi Egan  
Carrie Mullion

**Resolution 13-11 B-26 - AUTHORIZED AGENTS FOR PVCCD**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves 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, 2013 in compliance with Board Policy 2430 and Certification of Signatures form from Riverside County Office of Education.

**Account**

**Authorized Agents**

*(checks issued for these accounts 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  
Sharon Jones  
Denise Hunt

Russi Egan  
Debra Mitchell

*(checks issued for the rest of these accounts are from Provident Bank in Blythe)*

Schools of Riverside County  
(college clearing and revolving checking accounts)

Donald G. Wallace  
Sharon Jones  
Denise Hunt

Russi Egan  
Debra Mitchell

Schools of Riverside County  
Auxiliary Business Services (Bookstore)

Donald G. Wallace  
Denise Taylor

Debra Mitchell  
Russi Egan

**XI. CONSENT RESOLUTIONS (continued)**

Schools of Riverside County Associated Student Government (savings)	Donald G. Wallace Sharon Jones Staci Lee	Russi Egan Debra Mitchell
Schools of Riverside County Associated Student Government (checking)	Donald G. Wallace Sharon Jones Staci Lee	Russi Egan Debra Mitchell
Schools of Riverside County Clubs and Scholarship Account	Donald G. Wallace Sharon Jones	Russi Egan Debra Mitchell
<i>(Checks issued for this account are from Federal Funding)</i> Federal Funds - Financial Aid Accounts	Donald G. Wallace Sharon Jones	Russi Egan Debra Mitchell
Needles Checking Account	Donald G. Wallace Sharon Jones	Russi Egan Pam Blake

**Resolution 13-11 B-27 – 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, 2013 (account located at Provident Bank in Blythe):

Donald G. Wallace Sharon Jones	Russi Egan Denise Hunt.
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**Resolution 13-11 B-28 – CONSULTANT AGREEMENT (DAVIS)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Agreement for Consultant Service for Nancy Davis, of Banning, CA, to provide specialized training to Financial Aid Director and staff, assist with the handling of all reporting aspects, maintenance of annual set-up within Datatel required for Palo Verde College to maintain compliance with Federal Regulations, at an hourly rate of \$90, plus expenses as needed, effective July 1, 2013 through June 30, 2014, as shown in Reference B-28.

**Resolution 13-11 B-29 – CONSULTANT AGREEMENT (DAVIS)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the Agreement for Consultant Service for Nancy Davis, of Banning, CA, to provide a written Procedures Manual, which will contain specific policies and procedures pertinent to the Palo Verde College Financial Aid Office, and will comply with Federal regulations that require schools to have written policies and procedures for the administration of the Title IV student assistance programs. Consultant will be paid \$3,000. Agreement will become effective May 26, 2013 through June 30, 2013, as shown in Reference B-29.

**Resolution 13-11 B-30 – GANN LIMIT WORK SHEET 2013-2014**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Gann Limit Worksheet for 2013-14 for submission to the Chancellor's Office, as prepared by the Fiscal Services Office, as shown in Reference B-30.

**XI. CONSENT RESOLUTIONS (continued)**

**C. PERSONNEL**

**Resolution 13-11 C-45 - ADVANCEMENT IN SALARY PLACEMENT (DAGNINO)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the salary placement for Irma Dagnino, Cooperative Work Experience Coordinator/Vocational Career Specialist, be advanced from Row 9, Column IV, to Row 9, Column VI, Double Master's, due to educational requirements met and in compliance with the CTA bargaining agreement. This change is effective Fall 2013 semester and at this time does not include the annual step increase (to be determined by negotiations at a later date).

**Resolution 13-11 C-46 – EXTENDED HOURS FOR SUBSTITUTE COUNSELOR (LOPEZ)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the extension of working hours (from 19 to 35 hours per week) for Maria Lopez, Adjunct DSPS/TRIO Counselor, to cover counseling duties in the absence of the TRIO Director/DSPS Coordinator-Counselor from July 8, 2013 to August 9, 2013, at her adjunct hourly rate.

**Resolution 13-11 C-47 - EXTRA DUTY ASSIGNMENT, CTE/VTEA (PETERSON)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Extra Duty Assignment for Scott Peterson from August 12, 2013 to June 30, 2016, at the per diem salary paid appropriately through CTE/VTEA funds, to be paid per monthly time sheet.

**Resolution 13-11 C-48 - INSTRUCTIONAL SERVICE AGREEMENT (ISA) EXTRA DUTY ASSIGNMENT (JONES)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves extra duty assignment for Sharon Jones to oversee the District Instructional Service Agreement (ISA) program per CTA contract provisions, at her per diem rate per hour, as needed, not to exceed 10 hours per week, effective August 12, 2013 to June 30, 2016, to be paid per monthly time sheet.

**Resolution 13-11 C-49 – EXTENSION OF 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, (all salary will be prorated for partial year service), extend through December 20, 2013. At that time she will revert back to a classified position at the same classified salary level as before her temporary teaching assignment plus step increase, per the approved CSEA MOU as shown in Reference C-49.

**Resolution 13-11 C-50 – EXTRA DUTY ASSIGNMENT, ENCORE PLUS 50 GRANT (GAMEZ)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the extra duty assignment for Maria E. Gamez, to provide up to 5 hours/week coordination, leadership and reporting requirements for the Encore Plus 50 Grant, at the per diem hourly rate not to exceed \$3,000, through June 30, 2014.

**XI. CONSENT RESOLUTIONS (continued)**

**Resolution 13-11 C-51 – CLASSIFIED LATERAL TRANSFER WITH OUT-OF-CLASS PAY (ANDRADE)**

BE IT RESOLVED, that Palo Verde Community College Board of Trustees ratifies a lateral transfer with out-of-class pay for Maria (Lupita) Andrade from Instructional Services Secretary (Title III/Distance Education), to the Admissions & Records Technician II position. Ms. Andrade had been reassigned to the classroom for the 2012/2013 academic year. That assignment is now over and she needs a position to return to. The Admissions & Records Technician II position is the only vacancy at this time. Her salary will be her last classified placement plus 5%, or step 1 of the position working out-of-class in, whichever is greater, effective June 3, 2013.

**Resolution 13-11 C-52 – OUT-OF-CLASS PAY (MARQUEZ)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves Julene Marquez, Financial Aid Secretary, is to be paid out-of-class pay on the lowest step of the salary schedule range assigned to the higher position, or 5%, whichever is greater, per CSEA Agreement, for performing the duties of Financial Aid Technician I, effective June 26, 2013 until a full department review can be completed.

**Resolution 13-11 C-53 - EMPLOYMENT OF TEMPORARY HOURLY INSTRUCTIONAL AIDE (M. WILLIAMS)**

BE IT RESOLVED, that Palo Verde College District Board of Trustees ratifies the employment of Michael Williams, for a temporary, hourly Instructional Aide for Title III Project. Classified salary schedule Row 3, Step1 effective as soon as can be arraigned until the end of the grant on September 28, 2013. Human Resources has verified that the applicant meets State required minimum qualifications.

**Resolution 13-11 C-54 - EMPLOYMENT OF TEMPORARY HOURLY INSTRUCTIONAL AIDE (GUERRA)**

BE IT RESOLVED, that Palo Verde College District Board of Trustees ratifies the employment of Emmanuel Guerra, for a temporary, hourly Instructional Aide for Title III Project. Classified salary schedule Row 3, Step1 effective as soon as can be arraigned until the end of the grant on September 28, 2013. Human Resources has verified that the applicant meets State required minimum qualifications.

**Resolution 13-11 C-55 - EXTRA DUTY PAY, CHILD DEVELOPMENT CENTER**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the out-of-class pay for \_\_\_\_\_, Part-Time Instructional Aide for the Child Development Center, is to be paid out-of-class pay on the lowest step of the salary schedule range assigned to the higher position or 5%, whichever is greater, per CSEA Agreement, for performing the duties of CDC Teacher, effective as soon as can be arraigned, in the absence of Edna Garcia (medical leave), and until Ms. Garcia is released to return to work.

**Resolution 13-11 C-56 - EMPLOYMENT OF SUBSTITUTE HOURLY CHILD DEVELOPMENT CENTER TEACHER**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the employment of \_\_\_\_\_, as substitute, hourly Child Development Center Teacher, to substitute for Edna Garcia who will be out on medical leave. Placement will be on the Classified CDC Teacher salary schedule, determined by education and experience, Row \_\_\_\_, Step \_\_\_\_, effective as soon as can be arraigned and until Ms. Garcia is released to return to work.

**XI. CONSENT RESOLUTIONS (continued)**

**Resolution 13-11 C-57 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR SUMMER SEMESTER 2013**

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 2013:

<b><u>Name</u></b>	<b><u>Position/Department</u></b>	<b><u>Rate of Pay (per hour)</u></b>
Bates, Raith	Financial Aid Peer Counselor	\$8.75
Brown, Ashlee	DSPS Student Aide	\$8.00
Joneson, Zane	Financial Aid Peer Counselor	\$8.75
Lowe, Amanda	Financial Aid Peer Counselor	\$8.75
Riddle, Kelsey	In-Class Tutor, BSI	\$8.75
Weiss, Shane	Financial Aid Peer Counselor	\$8.75
Williams, Ashley	Student Aide, Library	\$8.00

**Resolution 13-11 C-58 – VOLUNTEER, PALO VERDE COLLEGE FOUNDATION (WALNOHA)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves Melinda Walnoha as a volunteer for Palo Verde College Foundation, beginning June 26, 2013.

***(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**

**A. INSTRUCTION**

**Resolution 13-11 A-23 – ACCEPTANCE OF INSTITUTIONAL LEARNING OUTCOMES**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves Palo Verde College Institutional Learning Outcomes as follows;

***Palo Verde College Institutional Learning Outcomes***

**1. Critical and Creative Thinking**

*Students will identify problems and collect data in order to analyze, interpret, explain and evaluate texts, ideas, works of art and scientific, technological, and mathematical problems.*

**XII. ACTION ITEMS (continued)**

**2. Communication**

*Students will communicate effectively and interactively in written, electronic, spoken or signed, and artistic forms.*

**3. Community and Global Awareness**

*Students will understand and empathize with diverse cultural, social, religious and linguistic differences within and across societies.*

**4. Personal and Professional Growth and Development**

*Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.*

**5. Information Competency**

*Students will identify and collect information effectively from a variety of sources and analyze, evaluate and apply information appropriately.*

**6. Technological Competency**

*Students will effectively use contemporary technology relevant to their personal and career choices.*

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 A-23 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**B. BUSINESS**

**Resolution 13-11 B-31 – AGREEMENT BETWEEN PVCCD AND XAP CORPORATION (CCCAPPLY RENEWAL AGREEMENT FOR 2013-2014)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the agreement between PVCCD and XAP Corporation, to provide support for online electronic admission application, for the California Community College System (“CCC”), known as CCCApply, operated by XAP Corporation, for a fee of \$7,500, beginning July 1, 2013 through June 30, 2014, as shown in Reference B-31.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 B-31 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**XII. ACTION ITEMS (continued)**

**Resolution 13-11 B-32 – CIVIC CENTER RENTAL FEE WAIVER (CALVARY CHAPEL, BLYTHE)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees, per Civic Center Rental Education Code §82537 and §82542, approves waiving only the rental fee for the use of the gymnasium by Calvary Chapel of Blythe youth group to host up to six athletic events/activities at Palo Verde College from July 1, 2013 through June 30, 2014. Calvary Chapel understands they will be required to provide the required insurance coverage, along with any costs associated with custodial or college staffing requirements. This agreement may be extended on a year-to-year basis with approval by the Chief Business Officer.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 B-32 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 B-33 – EDUCATIONAL PROTECTION ACT FUNDS SPENDING DETERMINATION (EPA)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the authorization to use the estimated \$1,857,137 of Educational Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instruction, as shown in Reference B-33.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 B-33 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 B-34 – CONSULTANT AGREEMENT CAMBRIDGE WEST PARTNERSHIP, LLC AMENDMENT #3**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves Amendment #3 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 will be travel time billed at \$80. per hour and related, reimbursable expenses incurred on behalf of the District, effective July 1, 2013 and ending June 30, 2014, 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-34.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 B-34 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**XII. ACTION ITEMS (continued)**

**Resolution 13-11 B-35 – SERVICE AGREEMENT WITH GUARDSMARK**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Service Agreement with Guardsmark, to provide security officers and services to Palo Verde College campus at 48 hours per week, Sunday through Saturday, at a rate of \$17.80 per hour, effective July 14, 2013, per the terms and agreement, as shown in Reference B-35.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 B-35 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 B-36 – ANNUAL CONTRACT BETWEEN CALIFORNIA DEPARTMENT OF EDUCATION AND CHILD DEVELOPMENT CENTER, FY 2013-2014**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees enters into an annual contract (#CSPP-3362), and adopts appropriate resolution with the California Department of Education, for the purpose of providing general child care and development services in fiscal year 2013-2014, in the amount of \$292,869, as shown in reference B-36.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 B-36 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 B-37 – CONTRACT TO OVERSEE MAINTENANCE AND OPERATIONS**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the contract for Shad Lee to oversee and serve in a leadership capacity for Maintenance and Operations, 10 hours per week or as needed on an emergency basis, for a fee of \$38.79 per hour, effective June 26, 2013, through August 9, 2013.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 B-37 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**XII. ACTION ITEMS (continued)**

**Resolution 13-11 B-38 – CONTRACT BETWEEN PVCCD AND DENISE WHITTAKER**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the contract between PVCCD and Denise Whittaker effective July 1, 2013 through December 31, 2013, to provide transitional information and updates, and extra extensive projects as defined by the Superintendent/President and Board of Trustees, at a rate of \$17,050.00, to be distributed in six (6) equal payments commencing August 1, 2013, with the final payment made on January 1, 2014, as shown in Reference B-38.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 B-38 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 B-39 – ANNUAL RENEWAL OF STUDENT-RIGHT-TO-KNOW SUBSCRIPTION AGREEMENT (IPEDS)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Student-Right-To-Know agreement with the Chancellor's Office of the California Community College in the amount not to exceed \$5,000 per year from July 1, 2013 through June 30, 2014. These are standard IPEDS (Integrated Postsecondary Education Data System) reports required by federal law for students and processed by the Director of Admissions and Records of Palo Verde College.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 B-39 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**C. PERSONNEL**

**Resolution 13-11 C-59 – AMEND INTERIM SUPERINTENDENT/PRESIDENT CONTRACT FOR MOVING ALLOWANCE (WHITTAKER)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves amending the Interim Superintendent/President's contract to reinstate previously included moving allowance as noted in the original Interim Superintendent/President's contract dated June 26, 2012, shown in Reference C-59, and inadvertently omitted from the extension contract as follows: District will pay Whittaker One Thousand Dollars (\$1,000) as moving expenses from South Carolina to California, and One Thousand Dollars (\$1,000) reimbursement for moving expenses from Southern California to another region, upon completion of each move.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-59 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\_\_\_\_\_

**Resolution 13-11 C-60 – REVISED SALARY FOR VICE PRESIDENT OF INSTRUCTIONAL AND STUDENT SERVICES (JONES)**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the revised placement on the Administrative Salary Schedule for Sharon Jones from Row 7, Step 9 to Row 7 Step 10, to address a misplacement on the Administrative Salary Schedule, and to adjust for miscalculation of her faculty annual salary at 177 days converted to administrative annual salary at 241 days, prorated and retro to June 30, 2013.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-60 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 C-61 – EXTENSION OF CONTRACT FOR INTERIM VICE PRESIDENT OF INSTRUCTIONAL AND STUDENT SERVICES (JONES)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the extension of contract for Sharon Jones as Interim Vice President of Instructional and Student Services, through August 31, 2013, to be extended as needed, in order to maintain senior leadership continuity and provide time for the new Superintendent/President to hire permanent Chief Instructional Officer, and Chief Student Services Officer, shown as Reference C-61.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-61 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 C-62 – CONTINUATION OF CHIEF BUSINESS OFFICER CONTRACT (R. EGAN)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the continuation of Russi Egan as Chief Business Officer, with a two year contract, commencing on July 1, 2013, per the terms as shown in Reference C-62.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-62 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**XII. ACTION ITEMS (continued)**

**Resolution 13-11 C-63 – APPROVAL OF NEW JOB DESCRIPTION, CHIEF STUDENT SERVICES OFFICER (CSSO)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the new job description for Chief Student Services Officer (CSSO), as shown in Reference C-63, a management position on Row 6 of the Administrative Salary Schedule,

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-63 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 C-64 – APPROVAL OF NEW JOB DESCRIPTION, CHIEF INSTRUCTION OFFICER (CIO)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the new job description for Chief Instruction Officer (CIO), as shown in Reference C-64, a management position on Row 6 of the Administrative Salary Schedule,

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-64 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 C-65 – APPROVAL OF ADMINISTRATORS SALARY SCHEDULE (AMEND TO ADD NEW POSITIONS)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the amendment of Administrators Salary Schedule to add the following three positions; Director, Needles Center, Chief Instructional Officer, Chief Student Services Officer, as shown in Reference C-65.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-65 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 C-66 – TERMINATION OF UNPAID LEAVE OF ABSENCE (BETTINO)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees confirms that ML Bettino's assignment as Temporary Acting Title III Project Coordinator/Educational Technologist ended on March 26, 2013, and terminates the current unpaid leave of absence, effective June 11, 2013.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-66 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\_\_\_\_\_

**Resolution 13-11 C-67 - EXTEND ACTING PROJECT DIRECTOR, TITLE III (ATTAWAY)**

BE IT RESOLVED, that to address unmet Title III needs, that Palo Verde Community College District Board of Trustees extends Vicki Attaway as the Temporary Acting Title III Project Director effective July 1, 2013, full-time, 40 hours per week, up to September 30, 2013, and then on a month-to-month basis as needed to December 31, 2013, to finalize and close out the Title III Federal Grant.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-67 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 C-68 - ACTING DIRECTOR M&O - EXTRA DUTY ASSIGNMENT (RHOADES)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the extra duty assignment for Michael Rhoades as Acting Director of Maintenance and Operations, August 14, 2013 through May 31, 2014, to serve in a leadership capacity for Maintenance and Operations as agreed upon per the terms and conditions with CTA, at the employees per diem rate for no more than 10 hours per week paid per time sheet.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-68 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 C-69 - REVISION OF TITLE AND JOB DESCRIPTION FOR CORRESPONDENCE EDUCATION COUNSELOR /COORDINATOR (L. LUJANO)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the revisions to the title and job description for Lorenzo Lujano from Academic Guidance Coordinator at 186 days/10 months, to Correspondence Education Counselor/Coordinator, as shown in Reference C-69 at 212 days/12 months, effective July 1, 2013, there will be no change in placement only to the amount of workdays. Mr. Lujano has recently been serving as the Interim Coordinator-Distance Learning.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-69 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\_\_\_\_\_

**Resolution 13-11 C-70 - EXTENSION OF EMPLOYMENT OF INTERIM PSYCHOLOGY INSTRUCTOR (REDWINE)**

BE IT RESOLVED, that Palo Verde Community College Board of Trustees approves the extension of employment of Karen Redwine to serve as a substitute in a vacant positions as Interim Psychology Instructor, a full-time temporary academic faculty position, 177 day contract, at a classification of Row 6, Step VI, on the Academic Salary Schedule, plus doctoral stipend of \$2,000 per year (all salary will be prorated for partial year service), extend through December 20, 2013, effective Summer and Fall 2013 semester, and at this time does not include the annual step increase (to be determined by negotiations at a later date).

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-70 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 C-71 – EMPLOYMENT OF MUSIC INSTRUCTOR (TRIBLEHORN)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the employment of John Tribelhorn as Music Instructor, a full-time academic faculty position, 177 day contract, at a classification of Row 2, Step II, on the Academic Salary Schedule, effective August 12, 2013.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-71 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 C-72 - CORRECTED SALARY FOR DIRECTOR OF ADMISSIONS & RECORDS (HAMILTON)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the corrected placement on the Classified Management/Confidential Salary Schedule for Shelley Hamilton, Director of Admissions and Records, from Row 6, Step 9 to Row 6, Step 10 to amend and adjust the initial misplacement on the Classified Management/Confidential Salary Schedule due to her original position of Assistant to the Registrar being combined with the Director of Admissions & Record position, retro to August 26, 2012.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-72 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\_\_\_\_\_

**Resolution 13-11 C-73 – RECLASSIFICATION AND REVISED JOB DESCRIPTION, CLASSIFIED MANAGEMENT/CONFIDENTIAL ( C. GARCIA)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the reclassification of Cecilia Garcia, Payroll/Benefits Coordinator, be reclassified to Payroll/Benefits Manager, a full-time Classified Management/Confidential position, with duties as shown in revised job description in Reference C-73, at a salary level of Row 3, Step 8, on the Classified Management/Confidential Salary Schedule, effective June 26, 2013.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-73 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 C-74 – REVISION TO CLASSIFIED MANAGEMENT/CONFIDENTIAL JOB DESCRIPTION**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the revision the Outreach and Events Coordinator job description to Student Success Manager, a full-time Classified Management/Confidential position, with duties as shown in revised job description in Reference C-74, effective June 26, 2013.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-74 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 C-75 – RESTRUCTURING OF NEW CLASSIFIED MANAGEMENT /CONFIDENTIAL POSITION, STUDENT DEVELOPMENT AND CIVIC CENTER/EVENTS MANAGER**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the restructuring of the new full-time, 12 month, Classified Management/Confidential position entitled Student Development and Civic Center/Events Manager, on Row 3, of the Classified Management/Confidential Salary Schedule, job description shown in Reference C-75.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-75 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

**XII. ACTION ITEMS (continued)**

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

**Resolution 13-11 C-76 - CLASSIFIED MANAGEMENT/CONFIDENTIAL OUT-OF-CLASS PAY ASSIGNMENT (LEE)**

BE IT RESOLVED, that due to the complexities, liabilities, and level of current and newly assigned job duties of the Student Activities/CalWorks Coordinator (classified staff position) to include the coordination and management of Civic Center Rentals, Palo Verde Community College District Board of Trustees approves the Classified Management/Confidential out-of-class pay of Staci Lee in the position of Student Development and Civic Center/Events Manager, on Row 3, Step 6 of the Classified Management/Confidential Salary Schedule, with duties as shown in the revised job description included in Reference C-76, effective June 26, 2013.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-76 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 C-77 – RECLASSIFICATION AND REVISED JOB DESCRIPTION, CLASSIFIED (NARANJO-HAMBLÉN)**

BE IT RESOLVED, that Palo Verde Community College Board of Trustees approves the reclassification of Ida Naranjo-Hamblen, DSPS/DSSS Secretary, be reclassified to DSPS Program Assistant, a full-time Classified position, with duties as shown in revised job description in Reference C-77, at a salary level of Row 6, Step 7, on the Classified Salary Schedule, effective June 26, 2013.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-77 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 C-78 - RECLASSIFICATION AND REVISED JOB DESCRIPTION, CLASSIFIED (SPECHTENHAUSER)**

BE IT RESOLVED, that the Board of Trustees approves the reclassification of Gerald (Dan) Spechtenhauser, Network Technician be reclassified to Network and Systems Security Specialist, a full-time Classified position, with duties as shown in revised job description in Reference C-78, at a salary level of Row 13, Step 4, on the Classified Salary Schedule, effective June 26, 2013.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-78 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

**XII. ACTION ITEMS (continued)**

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

**Resolution 13-11 C-79 - RECLASSIFICATION AND REVISED JOB DESCRIPTION, CLASSIFIED (TAYLOR)**

BE IT RESOLVED, that the Board of Trustees approves the reclassification of Denise Taylor, Business Services Assistant, be reclassified to Business Services Technician II, a full-time Classified position, with duties as shown in revised job description in Reference C-79, at a salary level of Row 8, Step 5, on the Classified Salary Schedule, effective June 26, 2013.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-79 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 C-80 - MOU BETWEEN PVCCD AND CTA, ROLL OVER OF CURRENT 2007-2010 AGREEMENT WITH CONTRACT PROVISIONS AND EXCEPTIONS 2013-2014**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the mutually agreed upon Memorandum of Understanding, between PVCCD and Palo Verde College California Teachers Association (CTA), roll over of current 2007-2010 agreement with contract provisions and exceptions effective July 1, 2013 through June 30, 2016, as shown in Reference C-80.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-80 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 C-81 - CAMPUS OFFICE CLOSURE JULY 1-3, 2013 FOR CLASSIFIED STAFF, CLASSIFIED MANAGEMENT /CONFIDENTIAL, AND ADMINISTRATORS (PER MOU BETWEEN PVCCD AND CSEA CHAPTER 180)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves to close college offices July 1-3, 2013, per the mutually agreed upon Memorandum of Understanding between PVCCD and CSEA Chapter 180, and Management/Confidential employees, as shown in Reference C-81.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-81 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**XII. ACTION ITEMS (continued)**

**Resolution 13-11 C-82 – ENROLLMENT FEE WAIVER PROGRAM MOU BETWEEN PVCCD AND CTA, AND CLASSIFIED MANAGEMENT/CONFIDENTIAL, AND ADMINISTRATORS**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the mutually agreed upon Memorandum of Understanding between PVCCD and Palo Verde College California Teachers Association (CTA,) and Classified Management/Confidential, and Administrators, to provide an Enrollment Fee Waiver Program (adapted from the Spring 2013 Enrollment fee Waiver Pilot Program) for Summer School 2013, Fall and Spring 2013-2014, and Summer School 2014, for employee participation, as shown in Reference C-82.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-82 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**D. MISCELLANEOUS**

**Resolution 13-11 D-22 – TENTATIVE BUDGET FY 2013-2014**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the tentative budget for fiscal year 2013-2014 (*shown loose in Board folders*).

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 D-22 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**Resolution 13-11 D-23 – ACCEPTANCE OF INTEGRATED STRATEGIC PLAN 2013-2016**

BE IT RESOLVED, that Palo Verde Community College Board of Trustees approves the Integrated Strategic Plan 2013-2016, as follows;

**INTEGRATED STRATEGIC PLAN 2013-2016 as Approved by College Council**  
**May 20, 2013**

**MISSION:** *Palo Verde College is a California community college that supports an exemplary learning environment with high quality educational programs and services. The College promotes student success and lifelong learning for a diverse community of learners.*

**NOTE:** *For purposes of this document, the inclusion of the Board’s Institutional Goals have been provided as a reference only. The final printed version will only include the PVC Initiatives, Goals, and Objectives.*

**XII. ACTION ITEMS (continued)**

**INITIATIVE 1: INSTRUCTIONAL PROGRAMS and STUDENT SUCCESS**

**Goal:** Deliver and continuously improve upon quality educational programs, emphasizing student learning leading to certification, conferral of associate degrees, transfer to four-year institutions, and personal growth and career enhancement.

**BOARD GOAL 3:** Ensure the acquisition of sufficient FTES to meet targeted goals.

**BOARD GOAL 4:** Explore options for the optimization of facilities at the main campus in Blythe, and at the Needles Center, including but not limited to, classroom and college facilities, college properties, land development, and advancements in utilizing the Fine and Performing Arts Center.

**BOARD GOAL 5:** Taking into consideration continued fiscal challenges, develop a plan to identify the PVCCD focused educational Mission for the Blythe and Needles' sites which meet the needs of the citizenry served while maintaining enrollment stability.

Objective 1.1 Identify, measure and assess student learning outcomes at the course, program and degree levels, and institutional SLOs and provide adequate support services to ensure the effectiveness of learning programs.

Objective 1.2 Develop two-year course planning and scheduling procedures to minimize conflicts that delay students' progress toward program completion.

Objective 1.3 Continuously assess the quality and availability of courses and programs offered in the various modes of delivery—face-to-face, online, correspondence, ITV and hybrid forms, through program review and other processes, to maintain their academic rigor and currency and to ensure they provide the means to achieve identified student learning outcomes.

Objective 1.4 Support student learning by expanding tutorial resources and other supportive educational services for all students needing these services.

Objective 1.5 Continuously assess student learning and support needs, as well as community needs, and make improvements to College educational and support services as necessary.

Objective 1.6 To meet student needs and FTES targets, assess the need for course offerings taking into consideration multiple modalities of instruction including face-face, online and correspondence.

**XII. ACTION ITEMS (continued)**

- Objective 1.7 Identify program opportunities for Blythe and Needles and continuously assess to ensure financial and programmatic stability.
- Objective 1.8 Continuously monitor enrollment patterns and trends in order offer optimally scheduled combinations of courses as to semester rotation, days of the week, number and type of sections, day vs. evening and mode of delivery.

**INITIATIVE 2: STUDENT SUPPORT SERVICES**

**Goal:** Provide quality student support services to a diverse student population, providing opportunities for student success.

**BOARD GOAL 9:** To support instructional, student support, and operational effectiveness, ensure a state-of-the-art teaching, learning, and work environment, including but not limited to technological advancements.

**BOARD GOAL 10:** Ensure the effective and efficient provision of instructional, student support, and operational programs and services by qualified faculty, staff, and managers, through a deliberate model of human resource management.

Objective 2.1 Consistent with the Student Success Task Force recommendations, increase student participation in orientation, assessment, counseling and advising, and development of education plans.

Objective 2.2 Increase college visibility and community involvement by publicizing the College's educational programs and services, ASG activities, and cultural events in the Fine and Performing Arts Center.

Objective 2.3 Increase college readiness by identifying and minimizing barriers to educational programs and opportunities.

Objective 2.4 Provide counseling and guidance to ensure students declare a program of study and are informed of career and continuing education opportunities.

Objective 2.5 Assess and evaluate enrollment, retention, and completion data to determine strategies for promoting student success.

Objective 2.6 Develop and disseminate an institutional Enrollment Management Plan which includes the components of data review, recruitment and outreach, retention, and student success.

**XII. ACTION ITEMS (continued)**

**INITIATIVE 3: ORGANIZATIONAL EFFECTIVENESS**

**Goal:** Create and sustain an institutional environment of transparent collegiality in which College personnel have an understanding of the functions, roles and responsibilities of their colleagues and College organizations and committees which support the Mission of the institution.

**BOARD GOAL 10:** Ensure the effective and efficient provision of instructional, student support, and operational programs and services by qualified faculty, staff, and managers, through a deliberate model of human resource management.

Objective 3.1 Review and update the collegial governance chart annually.

Objective 3.2 Provide all new employees with a College orientation program and information specific to their role.

Objective 3.3 Invite participatory governance in planning and decision-making by encouraging constituent representation on committees, and promoting effective dialog among constituencies and the Board of Trustees.

Objective 3.4 Publicize all College reports, by having them available for examination in the College library or College website.

Objective 3.5 Develop and disseminate an institutional faculty, management, and classified staffing plan that takes into consideration planning for areas of demonstrated need or deficiencies, 50% Law compliance, and administrative leadership capacities.

Objective 3.6 Employ qualified faculty and staff and provide opportunities for continued professional and staff development, consistent with the mission and based on identified teaching, learning, and operational needs.

**INITIATIVE 4: TECHNOLOGY AND SUPPORT**

**Goal:** Ensure that state-of-the-art information technology and media are available and used by a highly-skilled college community.

**BOARD GOAL 9:** To support instructional, student support, and operational effectiveness, ensure a state-of-the-art teaching, learning, and work environment, including but not limited to technological advancements.

Objective 4.1 Ensure that there is training for faculty and staff that is cost-effective and directly applicable to immediate needs and long range needs.

## **XII. ACTION ITEMS (continued)**

- Objective 4.2 Update and disseminate the 2004-07 Technology Master Plan which includes ensuring a state-of-the-art learning, teaching, and operational environment, and incorporate the goals into the College's Integrated Strategic Plan.
- Objective 4.3 Continue maintenance and needed expansion of Student, ERP and other reporting systems, as well as associated staff training.
- Objective 4.4 Provide technical support for the on-going acquisition of data required for effective data-driven decision-making.
- Objective 4.5 Develop a cycle for the annual replacement of obsolete software and equipment.

### **INITIATIVE 5: FINANCIAL AND OPERATIONAL STABILITY**

**GOAL: Enhance district fiscal and physical resources with strategic and transparent stewardship.**

**BOARD GOAL 1:** Through conscientious collegiality and transparency, ensure that the College District's budget effectively addresses the current fiscal crisis, provides fiscal stability to maintain instructional, student support, and operational integrity, and provides planning for long-term financial stability.

**BOARD GOAL 6:** Optimize resources through continued and conscientious energy and product conservation efforts.

**BOARD GOAL 7:** Consider options for the generation of new sources of revenue for and through programs, partnerships, and grants.

Objective 5.1 Consistent with Accreditation Standards and Chancellor's Office financial directives, address budget issues in a manner that preserves instructional, student support, and operational integrity.

Objective 5.2 Develop a plan for the identification and generation of new sources of revenue.

Objective 5.3: Develop and review an integrated budgeting and planning process that increases employee participation, and preserves institutional integrity and compliance with the ACCJC Standard III.

Objective 5.4 Enhance the transparency of the budgeting and planning process by providing training to the board, budget committee, and institutional constituencies.

Objective 5.5 Develop a plan for the identification and generation of non-traditional sources of revenue.

## **XII. ACTION ITEMS (continued)**

- Objective 5.6 Update the Educational and Facility Master Plan through a collegial consultation process.
- Objective 5.7: Develop and implement comprehensive facility maintenance, sustainability and replacement plans.
- Objective 5.8: Develop and implement plans to increase the involvement of the Palo Verde College Foundation.

### **INITIATIVE 6: INSTITUTIONAL EFFECTIVENESS and ACCOUNTABILITY**

**Goal:** Use the analysis of quantitative and qualitative data in an on-going and systematic cycle of evaluation, integrated planning, and re-evaluation for accountability and continuous quality improvement of the College Mission, programs and services.

**BOARD GOAL 2:** Ensure full restoration of Accreditation status and continue to use Accreditation Standards to guide integrated strategic planning, program review, SLO assessment, and college operations.

**BOARD GOAL 8:** Continue development of integrated data systems that provide information for measurable and data-driven decision-making.

Objective 6.1 Consistent with Accreditation Standards, develop and implement a process for the overall delivery, monitoring, and oversight of the Integrated Strategic Planning process.

Objective 6.2 Establish a process for the coordination and oversight of Accreditation, including but not limited to, report submittals as required, data collection, compliance, and general integration of Accreditation Standards in college operations.

Objective 6.3 Demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning.

Objective 6.4 Demonstrate institutional effectiveness by providing evidence of the achievement of student learning outcomes.

Objective 6.5 Demonstrate institutional effectiveness by providing evidence of institution and program performance.

Objective 6.6 Use ongoing and systematic evaluation and planning to refine college processes and improve student learning.

Objective 6.7 Maintains ongoing, collegial, self-reflective dialog about the continuous improvement of student learning and institutional processes.

**XII. ACTION ITEMS (continued)**

Objective 6.8 Documents ongoing process for evaluating itself in all areas of operation, analyzing and publishing the results and planning and implementing improvements.

Objective 6.9 Provides for an integrated comprehensive planning process to achieve broad educational goals and improve institutional effectiveness.

Objective 6.10 Consistent with Accreditation Standards, identify a mechanism for the on-going collection, analysis, and reporting of information to support informed decision-making.

Objective 6.11 Consistent with Accreditation Standards, develop and implement a process for the overall delivery, monitoring, and oversight of Student Learning Outcome assessment and evaluation.

Objective 6.12 Consistent with Accreditation Standards, develop and implement a process for the overall delivery, monitoring, and oversight of the Program Review process.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 D-23 be: (approved) (tabled until \_\_\_\_\_) (denied)

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. 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*

1. Conference with Labor Negotiator  
Negotiator: Denise Whittaker  
Employee Organizations: CCA/CTA, CSEA Chapter 180, Non-Represented Employees.

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

**ACTION ITEM**

**Resolution 13-11 C-83 – MEET-AND-CONFER AGREEMENT 2013-2014**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees accepts/denies the Classified Management/Confidential employee Meet-and-Confer Agreement for 2013-2014.

It was moved by \_\_\_\_\_, and seconded by \_\_\_\_\_, that Resolution 13-11 C-83 be: (approved) (tabled until \_\_\_\_\_) (denied)

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

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

**XVI. ADJOURNMENT**

A Special Board Meeting will be held on July 9, 2013 at 5:00 p.m.

The next Regular Board of Trustees meeting will be held on August 13, 2013 at 5:00 p.m.