

PALO VERDE COMMUNITY COLLEGE DISTRICT
SPECIAL MEETING/STUDY SESSION
BOARD OF TRUSTEES
Tuesday, August 27, 2013
4:30 p.m.
One College Drive, Blythe, CA – CL 101
(and Teleconference held at Needles Center, 725 West 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 13-14

AGENDA

I. OPENING OF MEETING

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

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

4. 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. STUDY SESSION/WORKSHOP

Palo Verde Community College District Budget Development Process 2013-2014.

Russi Egan, Chief Business Officer, will provide a PowerPoint Presentation (handouts to be provided at the meeting).

V. ACTION ITEM

B. BUSINESS

Resolution 13-14 B-41 – TEMPORARY LOAN TO CHILD DEVELOPMENT CENTER

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves a temporary loan from the General Fund to Palo Verde College Child Development Center in the amount not to exceed \$50,000. The Child Development Center does not receive their initial funding until after September 1 of each year, and the loan is needed for cash flow purposes. The Child Development Center is expected to repay this loan no later than October 31, 2013, as shown is Reference B-41.

It was moved by _____, and seconded by _____, that Resolution 13-14 B-41 be: (approved) (tabled until _____) (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

C. PERSONNEL

Resolution 13-14 C-107 – NEW JOB DESCRIPTION FOR VICE PRESIDENT OF INSTRUCTION & STUDENT SERVICES

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the new job description for the Vice President of Instruction & Student Services (an exempt position). Placement on the Academic Administrator’s Salary Schedule will be on Row 7, shown as Reference C-107.

It was moved by _____, and seconded by _____, that Resolution 13-14 C-107 be: (approved) (tabled until _____) (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

V. ACTION ITEM (continued)

Resolution 13-14 C-108 – REVISED HIRE DATE FOR EMPLOYMENT OF INTERIM DIRECTOR, NEEDLES CENTER (MUNGUÍA)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the revised hire date for Eva Margarita Munguía, Interim Director, Needles Center, from September 3, 2013, which was approved in Resolution 13-13 C-104 on August 13, 2013, to a new hire date of September 1, 2013.

It was moved by _____, and seconded by _____, that Resolution 13-14 C-108 be: (approved) (tabled until _____) (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

Resolution 13-14 C-109 – AUTHORIZATION TO REVISE CLASSIFIED MANAGEMENT/CONFIDENTIAL HANDBOOK

BE IT RESOLVED that Palo Verde Community College District Board of Trustees directs the the Superintendent/President to revise the Classified Management/Confidential Agreement to meet all applicable codes, regulations and laws, and other such changes as are advisable, and to present a revised Handbook to the Governing Board for approval when completed.

It was moved by _____, and seconded by _____, that Resolution 13-14 C-109 be: (approved) (tabled until _____) (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

Resolution 13-14 C-110 – MOU WITH CSEA FOR REINSTATEMENT OF A&R SPECIALIST POSITION, AND REMOVAL OF A&R TECHNICIAN III POSITION

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the reinstatement of Admissions & Records (A&R) Specialist position, a classified bargaining unit position on Row 13 of the Classified Salary Schedule; and the removal of the Admissions & Records (A&R) Technician III position, a classified bargaining unit position on Row 10 of the Classified Salary Schedule, effective August 15, 2013. MOU and A&R Specialist job description shown as Reference C-110.

It was moved by _____, and seconded by _____, that Resolution 13-14 C-110 be: (approved) (tabled until _____) (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

V. ACTION ITEM (continued)

Resolution 13-14 C-111 – VOLUNTARY RETREAT OF DIRECTOR OF FINANCIAL AID & SCHOLARSHIPS TO A&R SPECIALIST (WOODS)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the voluntary retreat of Suzanne Woods from Financial Aid & Scholarships, a Classified Management/Confidential position, to Admissions & Records Specialist, a classified unit position, with salary placement on the Classified Salary Schedule of Row 13, Step 8, plus longevity, effective August 15, 2013.

It was moved by _____, and seconded by _____, that Resolution 13-14 C-111 be: (approved) (tabled until _____) (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

Resolution 13-14 C-112 – PROMOTION OF DIRECTOR OF FINANCIAL AID & SCHOLARSHIPS (ESQUIBEL-MENDEZ)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the promotion of Diana Esquibel-Mendez to Director of Financial Aid & Scholarships, a full-time, 12 month, 8 hours per day, 40 hours per week, Classified Management/Confidential position with salary placement on the Classified Management/Confidential Salary Schedule of Row 6, Step 3, effective August 15, 2013.

It was moved by _____, and seconded by _____, that Resolution 13-14 C-112 be: (approved) (tabled until _____) (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

Resolution 13-14 C-113 – TEMPORARY OUT-OF-CLASS PAY (ANDRADE)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies that Maria (Lupita) Andrade, Instructional Services Secretary, temporarily be paid out-of-class pay at Row 10, Step 1, or 5%, whichever is greater, for performing the duties of Admissions & Records Technician II, effective August 15, 2013.

It was moved by _____, and seconded by _____, that Resolution 13-14 C-113 be: (approved) (tabled until _____) (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

V. ACTION ITEM (continued)

Resolution 13-14 C-114 – TEMPORARY SUBSTITUTE FINANCIAL AID TECHNICIAN II (BUTLER-RAYFORD)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies and approves Irene Butler-Rayford (retired Annuitant) be employed as Temporary Substitute Financial Aid Technician II while the current technician is out on sick leave, at an hourly rate of \$24.06 per hour, beginning August 19, 2013.

It was moved by _____, and seconded by _____, that Resolution 13-14 C-114 be: (approved) (tabled until _____) (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

Resolution 13-14 C-115 – SUBSTITUTE PART-TIME CDC INSTRUCTIONAL AIDE (VELAZQUEZ)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves Fabiola Velazquez to be employed as part-time substitute Instructional Aide for the Child Development Center, salary placement at Row 1, Step 1, on the Child Development Salary Schedule, effective as soon as can be arraigned.

It was moved by _____, and seconded by _____, that Resolution 13-14 C-115 be: (approved) (tabled until _____) (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

Resolution 13-14 C-116 – SUBSTITUTE PART-TIME CDC INSTRUCTIONAL AIDE (LOPEZ)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the employment of Irene Lopez as part-time substitute Instructional Aide, for the Child Development Center, salary placement at Row 1, Step 1, on the Child Development Salary Schedule, effective November 19, 2012 (inadvertently left off board approvals at that time).

It was moved by _____, and seconded by _____, that Resolution 13-14 C-116 be: (approved) (tabled until _____) (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

V. ACTION ITEM (continued)

Resolution 13-14 C-117 - NEW JOB DESCRIPTION FOR HUMAN RESOURCES TECHNICIAN II

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the new job description, Human Resource Technician II, a CSEA classified unit position on Row 8 of the Classified Salary Schedule, a 12 month, 40 hours per week position, as shown in Reference C-117.

It was moved by _____, and seconded by _____, that Resolution 13-14 C-117 be: (approved) (tabled until _____) (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

Resolution 13-14 C-118 - NEW JOB DESCRIPTION FOR CalWORKS CLERK

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the new job description, CalWORKS Clerk, a CSEA classified unit position on Row 3 of the Classified Salary Schedule, a 12 month, 19 hour per week position, as shown in Reference C-118.

It was moved by _____, and seconded by _____, that Resolution 13-14 C-118 be: (approved) (tabled until _____) (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

Resolution 13-14 C-119 - NEW JOB DESCRIPTION FOR EOPS/CARE CLERK

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the new job description, EOPS/CARE Clerk, a CSEA classified unit position on Row 3 of the Classified Salary Schedule, a 12 month, 19 hours per week position, as shown in Reference C-119.

It was moved by _____, and seconded by _____, that Resolution 13-14 C-119 be: (approved) (tabled until _____) (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

Resolution 13-14 C-120 - NEW JOB DESCRIPTION FOR TECHNOLOGY INSTRUCTIONAL AIDE

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the new job description, Technology Instructional Aide, a CSEA classified unit position on Row 3 of the Classified Salary Schedule, a 12 month, 19 hour per week, as shown in Reference C-120.

V. ACTION ITEM (continued)

It was moved by _____, and seconded by _____, that Resolution 13-14 C-120 be: _____ (approved) _____ (tabled until _____) _____ (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

Resolution 13-14 C-121 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR FALL 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 Fall Semester 2013:

<u>Name</u>	<u>Position/Department</u>	<u>Rate of Pay (per hour)</u>
Camacho, Robert	Student Clerk/CalWorks	\$8.25
Cross, William	Tutor/DSP&S/TRiO	\$8.75
Infante, Melissa	Student Clerk/Library	\$8.25
Luna, Sierra	Student Clerk/Correspondence Ed	\$8.25
Maciel, Alicia	Peer Counselor/EOPS	\$8.75
Munoz-Ramos, Alex	Student Clerk/CalWorks	\$8.25
Rangel-Bedolla,	Tutor/DSP&S/TRiO	\$8.75
Riddle, Kelsey	Tutor/DSP&S/TRiO	\$8.75

It was moved by _____, and seconded by _____, that Resolution 13-14 C-121 be: _____ (approved) _____ (tabled until _____) _____ (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

VI. HEARING OF CITIZENS (NON-AGENDA ITEMS)

Members of the public have this opportunity to directly address the Governing Board on items of interest to the public, subject to a five (5) minute time limitation per individual.

VII. ADJOURNMENT

The next Regular Meeting will be held on Tuesday, September 10, 2013 at 5:00 p.m.