

**PALO VERDE COMMUNITY COLLEGE DISTRICT
ORGANIZATIONAL/REGULAR MEETING
BOARD OF TRUSTEES**

**Tuesday, December 8, 2015
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 15-19

AGENDA

I. OPENING OF MEETING

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

George Thomas, President	_____
Ned Hyduke II, Vice President	_____
Ermila Rodriguez, Clerk	_____
Ted Arneson, Trustee	_____
Ed Gonzales, Trustee	_____
Jerry Lewis, Trustee	_____
Suzanne Woods, Trustee	_____
Grace Quist, Student Trustee	_____
Donald Wallace, Superintendent/President	_____
Sean Hancock, Vice President of Instruction and Student Services	_____
Russi Egan, Chief Business Officer	_____

4. Approval of the Minutes of the Regular Meeting of November 10, 2015.
5. Approval of the Agenda for this meeting.

I. OPENING OF MEETING (continued)

6. Organization Matters

ELECTION OF THE PRESIDENT OF THE BOARD

It was moved by _____, and seconded by _____
that _____ be designated President of the Palo Verde
Community College District Board for 2016.

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

Motion carried/failed; Aye _____ No _____ Abstain _____ Absent _____

ELECTION OF THE VICE PRESIDENT OF THE BOARD

It was moved by _____, and seconded by _____
that _____ be designated Vice President of the Palo
Verde Community College District Board for 2016.

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

Motion carried/failed; Aye _____ No _____ Abstain _____ Absent _____

ELECTION OF THE CLERK OF THE BOARD

It was moved by _____, and seconded by _____
that _____ be designated Clerk of the Palo Verde
Community College District Board for 2016.

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

Motion carried/failed; Aye _____ No _____ Abstain _____ Absent _____

ELECTION OF RCOE SCHOOL BOARD REPRESENTATIVE

It was moved by _____, and seconded by _____
that _____ be designated Board Representative at the
Annual Election of the County Committee on School District Organization for 2016.

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

Motion carried/failed; Aye _____ No _____ Abstain _____ Absent _____

I. OPENING OF MEETING (continued)

ELECTION OF SECRETARY TO THE BOARD

It was moved by _____, and seconded by _____ that _____ be designated Secretary of the Palo Verde Community College District Board for 2016.

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

Motion carried/failed; Aye _____ No _____ Abstain _____ Absent _____

SCHEDULE OF BOARD MEETINGS 2016

It was moved by _____, and seconded by _____ that the Board of Trustees establish the 2016 Regular Meeting schedule as the second Tuesday of each month, and Study Sessions, if needed, as the fourth Tuesday of each month. Alternate dates to accommodate holidays have been determined as shown in the printed schedule of Board Meetings for 2016 included in Board folders. (This schedule is subject to amendment at any time during the calendar year as needed.)

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

Motion carried/failed; Aye _____ No _____ Abstain _____ Absent _____

TEMPORARILY RECESS TO HOLD ANNUAL MEETING OF THE PALO VERDE COMMUNITY COLLEGE DISTRICT COP FINANCING CORPORATION *(Refer to PVCCD Financing Corporation Agenda on blue paper shown loose in folders).*

It was moved by _____, and seconded by _____ that this meeting be recessed to hold the annual meeting of the Palo Verde Community College District Financing Corporation.

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. REPORTS

1. Associated Student Government – Grace Quist, 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. Sean Hancock – Vice President of Instruction and Student Services
7. Russi Egan – Chief Business Officer
8. Executive Cabinet
9. Board of Trustees Comments and Discussion

VII. PUBLIC HEARING

Open the Public Hearing on the following item:

1. Palo Verde College California Teachers Association (CTA) requests to sunshine Initial Proposal for Successor Agreement Negotiations during 2015-2016 academic year (*shown loose in Board folders*).

Take comments.

Close Public Hearing.

VIII. PRESENTATION

None.

IX. DISCUSSION

1. First Read of Board Policy 1200 District Mission Statement (*shown loose in Board folders*).

X. INFORMATION ITEMS

1. Report of Purchases and Warrants for November 2015 (*shown loose in Board folders*).
2. CCLC Effective Trusteeship Workshop will take place January 29-31, 2016 in Sacramento, CA.
3. A holiday music festival featuring the PVC Choir, the Imperial Valley College Choir, Palo Verde High School Band, and the children's choir from Desert Learning Center will take place on December 10, 2015 at 7:00 p.m. The featured work will be "La Fiesta de la Posada", by Dave Brubeck.
4. Palo Verde College 3rd Annual Christmas Movie Event will take place December 11, 2015 at 5:30 p.m. in the Fine and Performing Arts Theater. The movie "Arthur Christmas" will be shown (*flyer shown loose in Board folders*).
5. A Board Finance and Audit Committee Meeting will take place January 5, 2016 at 1:00 p.m. in CS 209.
6. The following employees will travel out-of-state for various conferences and training:
 - Cheryl Bruno-Mofu – La Paz Hospital, Parker, AZ, November 19, 2015.
 - Biju Raman – Common Assessment Initiative Conference, airline flight from Phoenix, AZ to Sacramento, CA, October 29-30, 2015.
 - Biju Raman – Common Assessment Initiative Conference, airline flight from Phoenix, AZ to Sacramento, CA, December 8-9, 2015.
 - Biju Raman – Common Assessment Initiative Conference, airline flight from Phoenix AZ. to Sacramento, CA, January 11-12, 2016.
 - Biju Raman – Common Assessment Initiative Conference, airline flight from Phoenix, AZ to Sacramento, CA, March 3-4, 2016.
 - Biju Raman – Common Assessment Initiative Conference, airline flight from Phoenix, AZ to Sacramento, CA, April 6-7, 2016.
 - Biju Raman – Common Assessment Initiative Conference, airline flight from Phoenix, AZ to Sacramento, CA, June 5-6, 2016.

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 15-19 A-27 – INSTRUCTORS RECOMMENDED TO BE GRANTED EQUIVALENCY

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

Name	Discipline	Senate & Committee Approval Date	Valid
Costilla, Cindy	Sociology & Child Development	11/05/2015	Life
Kehl, Maria	Early Childhood Education	11/05/2015	Life
Jackson, Emily	English	11/05/2015	Life
Quist, Lauran	English	11/05/2015	Life
Renfro, Sylvia	English	11/05/2015	Life
Felix, Romolus	Math	11/05/2015	Life
Webster, Kevin Alan	Psychology	11/05/2015	Life

B. BUSINESS

Resolution 15-19 B-64 - 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 January 1, 2016 in compliance with Board Policy 2430-PVC and Certification of Signatures form 3350 from Riverside County Office of Education.

Account

(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)

Authorized Agents

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

(Checks issued for the following accounts are from Provident Bank in Blythe, CA.)

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

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

XI. CONSENT RESOLUTIONS (continued)

Schools of Riverside County Auxiliary Business Services (Bookstore)	Donald G. Wallace Denise Taylor	Cecy Garcia Russi Egan
Schools of Riverside County Associated Student Government (checking)	Donald G. Wallace Sean C. Hancock Staci Lee	Russi Egan Cecy Garcia
Schools of Riverside County Clubs and Scholarship Account	Donald G. Wallace Sean C. Hancock	Russi Egan Cecy Garcia
<i>(Checks issued for this account are from Federal Funding)</i> Federal Funds - Financial Aid Accounts	Donald G. Wallace Sean C. Hancock	Russi Egan Cecy Garcia
Needles Checking Account	Donald G. Wallace Sean C. Hancock	Russi Egan Lale Cilenti Arac

C. PERSONNEL

Resolution 15-19 C-75 – EMPLOYMENT OF ACADEMIC ADVISOR

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the employment of Cathleen J. Stubblefield as part-time, 19 hours per week, EOPS/BSI Academic Advisor for the Needles Center at a classification of Row 1, on the Adjunct Salary Schedule, effective December 1, 2015. This position will be funded as 10 hours EOPS and 9 hours BSI. Human Resources has verified that the applicant meets the required minimum qualifications.

Resolution 15-19 C-76 – EXTRA DUTY ASSIGNMENT, OFFICE OF INSTRUCTION TECHNICAL ASSISTANCE

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the extra duty assignment for Sarah Frid to provide research and planning related to the capture and reporting of data for college processes and procedures per CTA contract provisions. Compensation: per diem hourly rate, not to exceed 5 hours per week, paid monthly per time sheet. Term: November 1, 2015 through February 29, 2016; shown as Reference C-76.

Resolution 15-19 C-77 – CONFIDENTIAL POSITION UPGRADE AND RENAME

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves upgrading and renaming the position of Administrative Assistant to the Superintendent/President, a Confidential (non-bargaining unit) employee, to Executive Assistant to the Superintendent/President, a Confidential (non-bargaining unit) employee on Row 2 of the Classified Management/Confidential Salary Schedule, effective December 26, 2015; shown as Reference C-77.

Resolution 15-19 C-78 – CONFIDENTIAL POSITION UPGRADE AND RENAME

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves upgrading and renaming the position of Administrative Assistant to the Superintendent/President & the Board of Trustees, a Confidential (non-bargaining unit) employee, to Executive Assistant to the Superintendent/President & the Board of Trustees, a Confidential (non-bargaining unit) employee on Row 2 of the Classified Management/Confidential Salary Schedule, effective December 26, 2015; shown as Reference C-78.

XI. CONSENT RESOLUTIONS (continued)

Resolution 15-19 C-79 – EMPLOYMENT OF FINANCIAL AID TECHNICIAN II

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the employment of _____ as permanent full-time, 40 hours per week, Financial Aid Technician II at classification Row 8, Step 1, on the Classified Salary Schedule, effective December ____, 2015. Human Resources has verified that the applicant meets the required minimum qualifications.

Resolution 15-19 C-80 – EMPLOYMENT OF FINANCIAL AID TECHNICIAN II

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the employment of _____ as permanent full-time, 40 hours per week, Financial Aid Technician II at classification Row 8, Step 1, on the Classified Salary Schedule, effective December ____, 2015. Human Resources has verified that the applicant meets the required minimum qualifications.

Resolution 15-19 C-81 – EMPLOYMENT OF PART-TIME LIBRARY/LEARNING CENTER TECHNICIAN

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the employment of Christopher Tennesos, as permanent part-time, 19 hours per week, Library/Learning Center Technician at classification Row 5, Step 1, on the Classified Hourly Salary Schedule, effective November 18, 2015. Human Resources has verified that the applicant meets the required minimum qualifications.

Resolution 15-19 C-82 – PART-TIME TEMPORARY STUDENT EMPLOYEE FOR FALL SEMESTER 2015

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the following part-time temporary student employee for Fall Semester 2015:

<u>Name</u>	<u>Position/Department</u>	<u>Rate of Pay (per hour)</u>
Jones, Jacob	Tutor – BSI/LSC	\$9.75

(Blanket Motion)

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

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

Motion carried/failed; Aye _____ No _____ Abstain _____ Absent _____

XII. ACTION ITEMS

B. BUSINESS

Resolution 15-19 B-65 – APPROVAL OF BOARDDOCS END USER AGREEMENT

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the End User Agreement with BoardDocs, a web-based meeting program that enhances the governance process and communications between administration, the public and the Board of Trustees. Term of agreement will be one year from the time program is implemented. Fee for services is \$9,000.00 plus a one-time training fee of \$1,000.00; shown as Reference B-65.

XII. ACTION ITEMS (continued)

It was moved by _____, and seconded by _____, that Resolution 15-19 B-65 be: _____ (approved) _____ (tabled until _____) _____ (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

C. PERSONNEL

Resolution 15-19 C-83 – APPROVAL OF CLASSIFIED MANAGEMENT AND CONFIDENTIAL EMPLOYEE HANDBOOK

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Classified Management and Confidential Employee Handbook, effective December 8, 2015, as submitted at the November 10, 2015 Board of Trustees meeting.

It was moved by _____, and seconded by _____, that Resolution 15-19 C-83 be: _____ (approved) _____ (tabled until _____) _____ (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

Resolution 15-19 C-84 – APPROVAL OF JOB DESCRIPTION FOR VICE PRESIDENT OF ADMINISTRATIVE SERVICES

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the job description for Vice President of Administrative Services; shown as Reference C-84.

It was moved by _____, and seconded by _____, that Resolution 15-19 C-84 be: _____ (approved) _____ (tabled until _____) _____ (denied)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

Resolution 15-19 C-85– APPROVAL OF CONTRACT FOR VICE PRESIDENT OF ADMINISTRATIVE SERVICES (EGAN)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the contract for Russi Egan, Vice President of Administrative Services. Salary placement will be at Row 7, Step 11 of the Administrative Salary Schedule, in the amount of \$134,037 per year. Term of contract shall be December 26, 2015 through June 30, 2019, unless otherwise terminated or extended, per contract provisions; shown as Reference C-85.

It was moved by _____, and seconded by _____, that Resolution 15-19 C-85 be: _____ (approved) _____ (tabled until _____) _____ (denied)

XII. ACTION ITEMS (continued)

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

Motion carried/failed; Aye_____ No_____ Abstain_____ Absent_____

D. MISCELLANEOUS

Resolution 15-19 D-41 - ACCEPTANCE OF CEO GOALS FOR 2015-2016

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the CEO Goals for 2015-2016, *(shown loose in Board folders)*.

It was moved by _____, and seconded by _____, that Resolution 15-19 D-41 be: _____ (approved) _____ (tabled until _____) _____ (denied)

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

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 Request Form available at the reception table.

1. Conference with Labor Negotiators pursuant to Gov. Code 54957.6
Agency Representative: Dr. Donald G. Wallace, Superintendent/President
Employee Organizations: CSEA Chapter 180, and CCA/CTA

XV. RECONVENE TO OPEN SESSION

Any action taken in Closed Session will be announced at this time.

XVI. ADJOURN

The next Regular Meeting Board of Trustees will take place Tuesday, January 19, 2016 at 5:00 p.m. in CL 101 of the Blythe campus.