

PALO VERDE COMMUNITY COLLEGE DISTRICT
REGULAR MEETING
BOARD OF TRUSTEES
Tuesday, February 10, 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)

Meeting 15-02

MINUTES

I. OPENING OF MEETING

1. Call to Order

The Regular Meeting of the Board of Trustees was called to order by Dr. Thomas, President of the Board, at 5:00 p.m.

2. Flag Salute

The Salute to the American Flag was led by Trustee Jerry Lewis.

3. Roll Call

Trustees Present:

George Thomas, President
Ned Hyduke II, Vice President
Ermila Rodriguez, Clerk
Ted Arneson, Trustee
Jerry Lewis, Trustee
Suzanne Woods, Trustee

Administrators Present:

Donald G. Wallace, Superintendent/President
Sean Hancock, Vice President of Instruction and Student Services
Russi Egan, Chief Business Officer

Absent:

Ed Gonzales, Trustee
Alex Munoz, Student Trustee

Recorder:

Carrie Mullion, Administrative Assistant to Superintendent/President and Board of Trustees

Visitors:

On file in the Superintendent/President's Office

4. Approval of the Minutes of the Regular Meeting of January 20, 2015.

It was moved by Mr. Arneson, seconded by Mr. Hyduke, and unanimously carried, that the Minutes of the Regular Meeting of January 20, 2015 be approved.

5. Approval of the Agenda for this meeting.

Dr. Thomas, President of the Board, requested to amend the agenda as follows: Resolution 15-02 C-05, the name Cecy Garcia will be inserted at column "7"; and Resolution 15-02 B-08, the date will change from February 18, to February 25, 2015.

It was moved by Mr. Arneson, seconded by Ms. Rodriguez, and unanimously carried, that the Agenda be approved as amended.

(These minutes are a concise summary of reports, discussion and actions taken at this meeting. For detailed comments and discussion,

a tape is available to the public for 30 days after the date of 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."

None.

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.

None.

IV. RECESS TO CLOSED SESSION

The Board of Trustees adjourned to Closed Session at 5:03 p.m. to discuss the following:

1. Conference with Labor Negotiator; pursuant to Gov. Code Section 54957.6
Agency Designated Representative: Mark Thompson, Esq.
Unrepresented Employee: Superintendent/President

V. RECONVENE TO OPEN SESSION

The Board of Trustees reconvened to Open Session at 5:42 p.m. and announced that no action had been taken.

VI. REPORTS

1. Associated Student Government – Alex Munoz, Student Trustee or designee
Not present for this meeting.
2. Academic Senate - Biju Raman, President
 - Academic Senate has concerns about retreat rights for administrators who are coming back to faculty. There is not much clarity in Ed. Code nor in the current board policy. Academic Senate urges the Board to look at board policy and try to clarify Ed. Code.
 - Mr. Raman asked for confirmation from the Board of Trustees on the process of clarifying the Equivalency Policy (*BP 4130.1*) The understanding is that administration will work with representatives of Academic Senate to create an agreed upon policy and bring it forward to Academic Senate and then to College Council. Mr. Arneson stated that it is in the hands of Academic Senate. Dr. Wallace stated that it is his understanding that administration and Academic Senate are going to work together to come up with an agreed upon policy that will move forward through the normal processes of College Council and then to the Board of Trustees.
3. CSEA, Chapter 180 - Richard Soto, President or designee
Not present for this meeting.
4. CCA/CTA - Derek Cople, President
 - CCA/CTA would like to see a procedure or policy in place for individuals who are going into positions that will potentially retreat them back into faculty. Some of these individuals were in temporary or interim positions, and then by Ed. Code, they were able to retreat back to a tenure track faculty position, and the college may or may not even have a position available. CCA/CTA is

not necessarily objecting to them retreating if the Ed. Code supports that, but

VI. REPORTS (continued)

there is a question of this becoming a trend. This maybe should be looked at and talked about so that when people move there is dialogue about there being no guarantee there will be a position available, and a procedure or policy would help clarify.

- Faculty is glad to be back. Flex Days went well.
5. Don Wallace - Superintendent/President
 - The college is very busy and everyone is working very hard. One instructor reported that he had 220 students,
 - Work on Accreditation issues is being done. A piece of the report was presented at the College Council meeting last week.
 6. Sean Hancock - Vice President of Instruction and Student Services
 - ASG:
 - Food was provided to students and staff the first week of classes.
 - Carnations will be sold on February 12 for Valentine's Day and a basket will also be raffled off.
 - Water and candy will be sold at the Miss Teen pageant on March 7, 2015 in the Fine and Performing Arts Theater.
 - Admissions and Records:
 - The fall 2014 term MIS submission was accepted by the Chancellor's Office on January 22, 2015.
 - IPES Graduation Rates and 200% Graduation Rates file was reviewed and locked on February 2, 2015.
 - Academic progress probation and dismissal notifications were sent out to students on January 23, 2015.
 - National Student Clearinghouse First of Term enrollment file was submitted and accepted on February 4, 2015.
 - Fall 2014 Diploma's/Certificates were conferred and processed for all inmate students. On campus students are currently being reviewed.
 - CalWORKs:
 - Orientation has taken place and supplies and books have been distributed.
 - The next scheduled meeting is on February 12, 2015. The topic will be alcohol and drug awareness.
 - Civic Center:
 - Desert Learning Center has continued to use two rooms in the Fine and Performing Arts Complex along with the gym for physical education exercises.
 - The Miss Teen pageant will take place on March 7, 2015. Practices have begun in the theater for the teens and princesses.
 - The LDS church will use FA101 for a training program, along with the field area for outside games on February 28, 2015.
 - Graduation meetings have begun. Graduation will take place in the Clancy Osborne Physical Education Complex on June 6, 2015 at 11:00.
 - The Young Americans will be returning to the Fine and Performing Arts Theater April 17-19, 2015.

VI. REPORTS (continued)

- Distance Learning:
 - Training of the new academic advisor, Gracia Milke, is taking place.
 - Petitions to graduate are being processed and submitted to Admissions and Records.
 - Counselor Victor Hernandez served as mediator in purchasing textbooks for inmates at Ironwood and Chuckawalla Valley State Prison.
 - The Distance Learning Department will be a presenter at Career Day on March 25, 2015.

- Counseling:
 - Counselor Maria Lopez will be attending the Launch Board Data Collecting Training for CTE in San Bernardino on February 10, 2015.
 - A Career and Tech Education Advisory Meeting is scheduled for February 24, 2015, 6:00-7:00 p.m. in the Technology Building.

- Financial Aid:
 - The Federal Supplemental Educational Opportunity Grant checks have been ordered for students that are eligible to receive them.
 - Financial Aid is in the process of ordering Cal Grant checks for the spring term.
 - The return to Title IV calculations for fall students is complete.
 - Enrollment has been verified for students who are eligible to receive an Osher Scholarship.
 - The process has begun for getting the 2014-2015 Foundation scholarships on the website. Students will be able to apply and submit their applications online.
 - The winter IPEDS report has been completed and submitted.

- Outreach:
 - Career Day will take place on March 25, 2015 from 10:00 a.m.-1:00 p.m. It is expected that 250 high school students will participate.
 - The 2015-2016 student handbook is currently being created.
 - The flyer for the solar class has been completed. Advertising for the solar class and summer classes will begin soon.
 - The Outreach department visited the county offices twice during registration to encourage clients to take classes.

- Vice President's Office:
 - The eReader textbook program for the California Department of Corrections has been delayed to summer or fall 2015. In place of the eReaders, a book order has been put together by the college using money from the Student Equity fund. The order is expected to be placed by tomorrow.
 - FTES for spring 2015 currently stands at 698. Summer and fall 2014 combined FTES is at 878. This is not including fire science courses which continue to be processed, so the FTES should increase. Whether summer 2015 FTES will be included in our final FTES count will be determined later in the semester. The projections look strong in meeting our goal of 1800 FTES by June 2015.

VI. REPORTS (continued)

- Flex Days took place January 21-23, 2015. Collection of instructional level CLO (course level outcomes) assessment worksheets was accomplished. Samples of assessments, rubrics, discussions, and mapping of course learning outcomes to program learning outcomes to institutional learning outcomes took place. It was a lot of work, and faculty did an excellent job.
- A meeting with Julie Slark, the Accreditation consultant, took place today. Progress of the Follow-Up Report, due on March 15, 2015, was reviewed. The report will be drafted and approved by the constituents, and then it will be reviewed and approved by the Governing Board at the March 10, 2015 Board meeting. An ACCJC follow-up site visit will tentatively take place on April 13, 2015. A handout titled "ACCJC Recommendation" was provided and an explanation given showing the recommendations from ACCJC and what the college is doing to address these recommendations. The basic format of the Follow-Up Report will be broken down by each of the recommendations, and then within the recommendations will be these key elements: resolution and analysis, next steps, conclusion, and supporting evidence and documentation. It was noted that the recommendation regarding students enrolled in distance and correspondence education has been finding its way into many ACCJC reports. Palo Verde College meets the federal requirements, but the college needs to address this from the policy aspect to assure academic honesty.
- The Nursing and Allied Health Coordinator, Sharron Burgeson, and consultant Virginia Armstrong, will be attending the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) meeting on February 13, 2015. The agenda item for the BVNPT indicates that Palo Verde College will likely be placed on provisional enrollment status while the college addresses deficiencies. There is also a recommendation to approve the August 17, 2015 class of 15 students provided that the college follow the Board approved curriculum or that BVNPT approves the changes that were identified, and that we provide lesson plans and curriculum by May 30, 2015. We will know more after the BVNPT meeting on February 13, 2015.

7. Russi Egan - Chief Business Officer:

- A tasting and interviews for a food service contract will take place on February 12, 2015. A decision will be made and brought forth to the Governing Board at the next meeting.
- The Business Office is rearranging work stations in order to make things run more efficiently.
- The Student Success Support Program (SSSP - 3SP) Reports have been submitted for both credit and non-credit.
- Currently working on the Instructional Equipment Report. Last year the legislature said they would not keep giving money to colleges, but that they wanted a list of what the money was being spent on and what is needed in the future. A scheduled maintenance projection of five to seven years is being conducted.
- The PVC Foundation BBQ will be April 24, 2015. Volunteers are needed.

VI. REPORTS (continued)

8. Board of Trustees Comments and Discussion:

- Mr. Lewis stated he appreciated Dr. Hancock going to Needles and meeting with the Superintendent of the Needles Unified School District. The progress of vocational education is moving forward, which is much appreciated. Mr. Lewis asked what the progress was on getting the marquee at the Needles Center fixed. Shad Lee, Director of Facilities and Operations, stated that Robert Van Dyne, Help Desk Technician I at the Needles Center, has been working on it. If Mr. Van Dyne cannot repair it, then the IT Department will look at it. If that does not work, a private contractor will be hired. Mr. Lewis stated the marquee has been out for more than a year and comments in the community have been made about it. Mr. Lewis appreciates the effort.
- Ms. Woods stated her thanks to Carrie Mullion, Administrative Assistant to the Board, for making the arrangements for her to attend the Effective Trusteeship Workshop. One of the main focuses at the workshop was the Student Success Scorecard, which is on the Palo Verde College website. Data for the Scorecard is generated from the California MIS data. Most of the push that was being discussed at the workshop was having an Institutional Researcher, the Student Success Support Program (SSSP-3SP), the importance of Academic Senate and their role with the Board, and the Brown Act.
- Mr. Arneson reported that a Board Finance and Audit Committee (BFAC) meeting took place today. Discussion occurred regarding the Community Improvement Fund presentation that was made at the last meeting. BFAC is interested in participating; even though economic development is not a big push of the community colleges, colleges should be a part of what is going on in the community. Mr. Arneson and Dr. Thomas will represent Palo Verde College in further discussion on this topic, with no contract or commitment on the part of PVC. A discussion regarding the auditor's contract, which is up for renewal this year, also took place. It was recommended that the college continue to use Messner and Hadley, LLP, for the next three years. A contract will be forthcoming for the Board to consider at the next meeting. Discussion also occurred regarding the direction of the Citizen's Oversight Committee for Bond Measure P, how the bond money will be used, and the accounting process. The Foundation BBQ will be April 24, 2015. This major fundraiser will be used for scholarships for PVC students. Student and volunteer help is needed.
- Dr. Thomas stated he attended the Effective Trusteeship Workshop in Sacramento, CA. Topics discussed were the Brown Act, the relationship between the Board President and the Superintendent/President, and the Student Success Support Program (SSSP-3SP). Dr. Thomas stated he brought back some information for the Trustees regarding the Brown Act and the relationship between the Board and Board President and the Superintendent/President. He very much enjoyed the workshop.

VII. PUBLIC NOTICE/HEARING

None.

VIII. PRESENTATIONS/PROGRAM REVIEWS

None.

IX. DISCUSSION

None.

X. INFORMATION ITEMS

1. Report of Purchases and Warrants for January 2015 (*shown loose in Board folders*).
2. Out-of-state travel request for Cheryl Bruno-Mofu to travel with the VN students to conduct onsite, hands-on experience required for the NUR 127 course.

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 15-02 A-04 – PART-TIME INSTRUCTORS/COUNSELORS FOR SPRING SEMESTER 2015

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves instructors/counselors for spring semester 2015; shown as Reference A-04.

Resolution 15-02 A-05 – ENROLLMENT APPROVAL OF SPECIAL PART-TIME STUDENT

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the enrollment of special part-time student #124250, pursuant to AP 5011. Student #124250 is an 8th grade student in the Palo Verde Unified School District, and has met the requirements for enrollment at Palo Verde College.

C. PERSONNEL

Resolution 15-02 C-04 - RESIGNATION OF FULL-TIME PSYCHOLOGY INSTRUCTOR (JONES)

BE IT RESOLVED that the Superintendent/President has accepted, and Palo Verde Community College District Board of Trustees approves, the resignation of Sharon L. Jones, full-time Psychology Instructor, effective January 26, 2015.

Resolution 15-02 C-05 – EMPLOYMENT OF CHIEF HUMAN RESOURCE OFFICER

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the employment of **Cecy Garcia** as Chief Human Resources Officer, a full-time position, at a salary placement of Row 6, Column 7, on the administrators salary schedule. Human Resources has verified that the applicant meets the required minimum qualifications.

Resolution 15-02 C-06 – TEMPORARY PART-TIME MICRO-COMPUTER REPAIRMAN (BOWLEY)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the employment of Joseph Bowley as Temporary Part-Time Micro-Computer Repairman, a classified position at row 3, step 1 on the part-time classified salary schedule, effective January 20, 2015.

Resolution 15-02 C-07 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR SPRING SEMESTER 2015

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

the following part-time temporary student employees (student aides, interpreters/student services clerks, tutors, peer counselor/coordinators, and peer counselor/recruiters) for Spring Semester 2015:

XI. CONSENT RESOLUTIONS (continued)

<u>Name</u>	<u>Position/Department</u>	<u>Rate of Pay (per hour)</u>
Cebreros, Maria DeJesus	ESL Tutor – BSI	\$ 9.75
DeLeon, Dayana	Student Clerk – CalWORKs	\$ 9.25
Gonzalez, Juan Miguel	Peer Counselor Coordinator – EOPS	\$10.35
Rodriguez, Michael	In-Class Tutor – Autos	\$ 9.75

D. MISCELLANEOUS

Resolution 15-02 D-04 – ACCEPTANCE OF TRANSFER FROM PALO VERDE COLLEGE FOUNDATION (VEHICLE AND COMPUTER)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees accepts the transfer from Palo Verde College Foundation of a 1997 Lincoln Town, and a 2003 Ford F250 Truck to be used for the Automotive Technology Program; and a Dell personal computer to be used for the CIS program.

(Blanket Motion)

It was moved by Mr. Arneson, and seconded by Ms. Rodriguez, that Consent Resolutions be approved.

Mr. Arneson asked for an explanation of Resolution 15-02 C-04, and Dr. Wallace provided clarification.

Mr. Arneson asked for an explanation of Resolution 15-02 C-05, and Dr. Wallace provided clarification.

Mr. Arneson asked for an explanation of Resolution 15-02 C-06, and Dr. Wallace provided clarification.

Student Advisory	<u>Absent</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Arneson	<u>Yes</u>	Lewis	<u>Yes</u>	Woods	<u>Yes</u>
Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

XII. ACTION ITEMS

B. BUSINESS

Resolution 15-02 B-06 – CONTRACT AGREEMENT WITH CAMBRIDGE WEST PARTNERSHIP, LLC, 5 YEAR CONSTRUCTION PLAN

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Contract Agreement with Cambridge West Partnership, LLC, to provide services in the area of the 5 Year Construction Plan and Space Inventory Report. This Contract Agreement shall commence March 1, 2015, and all services shall be completed no later than December 31, 2015. Compensation for services shall be \$28, 000; shown as Reference B-06.

It was moved by Mr. Lewis, and seconded by Mr. Arneson, that Resolution 15-02 B-06 be approved.

Discussion occurred, and Ms. Egan provided clarification.

XII. ACTION ITEMS (continued)

Student Advisory	<u>Absent</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Arneson	<u>Yes</u>	Lewis	<u>Yes</u>	Woods	<u>Yes</u>
Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

Resolution 15-02 B-07 – ACCEPTANCE OF STANFORD TRANSPORTATION GROUP PHOTOVOLTAIC GRANT

BE IT RESOLVED that Palo Verde Community College District Board of Trustees accepts the Stanford Transportation Group Photovoltaic Grant to be used for solar class instruction for Spanish speakers. Amount of grant is \$18,100; shown as Reference B-07.

It was moved by Mr. Arneson, and seconded by Ms. Rodriguez, that Resolution 15-02 B-07 be approved.

Discussion occurred, and Dr. Hancock and Dr. Wallace provided clarification.

Student Advisory	<u>Absent</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Arneson	<u>Yes</u>	Lewis	<u>Yes</u>	Woods	<u>Yes</u>
Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

(The following Resolution was amended.)

Resolution 15-02 B-08 – INDEPENDENT CONTRACTOR AGREEMENT (GEREAU)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Agreement for Independent Contractor Services for Servando Gereau to conduct one training course in photovoltaic applications and systems for Spanish speakers, beginning February ~~18~~ 25, 2015 and ending on or about April 30, 2015, for a fee not to exceed \$9,000; shown as Reference B-08.

It was moved by Mr. Arneson, and seconded by Ms. Rodriguez, that Resolution 15-02 B-08 be approved.

Student Advisory	<u>Absent</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Arneson	<u>Yes</u>	Lewis	<u>Yes</u>	Woods	<u>Yes</u>
Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

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.

None.

XIV. ADJOURN

The meeting was adjourned at 6:41 p.m.

**Minutes approved at the March 10, 2015
Regular Board Meeting.**

Donald G. Wallace, Secretary of the Board