

PALO VERDE COMMUNITY COLLEGE DISTRICT
REGULAR MEETING
BOARD OF TRUSTEES
Tuesday, March 11, 2014
5:00 p.m.
One College Drive, Blythe, CA – CL 101
(ITV held at Palo Verde College Needles Center – 725 W. Broadway, Needles, CA)

Meeting 14-04

MINUTES

I. OPENING OF MEETING

1. Call to Order

The Regular Meeting of the Board of Trustees was called to order by the President of the Board, Ms. Rodriguez, at 5:04 p.m.

2. Flag Salute

The Salute to the American Flag was led by Mr. Edmond, Trustee.

3. Roll Call

Trustees Present:

Millie Rodriguez, President
George Thomas, Vice President
Ted Arneson, Trustee
Lincoln Edmond, Trustee
Ed Gonzales, Trustee
Jerry Lewis, Trustee
Alex Munoz, Student Trustee

Administrators Present:

Donald G. Wallace, Ph.D., Superintendent/President
Sharon Jones, Interim Vice President of Instructional and Student Services
Russi Egan, Chief Business Officer

Absent:

Ned Hyduke, Clerk of the Board

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 February 11, 2014.

It was moved by Dr. Thomas, seconded by Mr. Arneson, and unanimously carried, that the Minutes of the Regular Meeting of February 11, 2014 be approved.

5. Approval of the Agenda for this meeting.

It was moved by Mr. Edmond, seconded by Dr. Thomas, and unanimously carried, that the Agenda be approved.

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 *(refer to the end of this meeting)*

V. RECONVENE TO OPEN SESSION *(not applicable)*

VI. PUBLIC NOTICE/HEARING

None.

VII. PRESENTATION

1. 2013 Palo Verde College Scorecard Power Point Presentation – Brian Thieboux, Accreditation Liaison Officer.

Mr. Thieboux provided an additional handout titled "Student Success Scorecard: Comparison of Palo Verde with Colleges within the Same Peer Group". The 2013 Scorecard is very similar to the ARCC Report. In 2012 Legislation passed the Student Success Act, SB 1456. In order to be more compliant with SB 1456, the Student Success Scorecard replaced the ARCC Report. The Scorecard is a way for colleges to self-evaluate on how they are doing over the years in terms of measures of student success and student performance. This presentation is a requirement of SB 1456 which says there must be a presentation of the Scorecard to the Board of Trustees with interaction of the Trustees.

Mr. Thieboux displayed how to find the 2013 Scorecard on the Palo Verde College website, and explained that the College Profile page of the report has been revised to include the Needles Center. Discussion occurred regarding how needs are being met in terms of curriculum, programs, degrees, and certificates. Mr. Raman, President of Academic Senate, stated that the Student Success Support Program, SB 1456, will help bring together data which will influence enrollment management and how the college offers classes.

Mr. Thieboux explained the Remedial percentages and discussion occurred. Mr. Raman stated various ways of intervention are being explored in the classrooms; flipped classrooms, in-class tutors, the new Student Success Learning Center, and tutors hired for the Needles Center. Math students are now using the Hawkes Learning System, and English labs and lectures will be coordinated to have the same instructor in order to boost success rates. There are proctors in the prisons for incarcerated students. Mr. Raman is confident that these interventions will be fruitful, and reflected in the next Student Success Scorecard report.

VII. PRESENTATION (continued)

Mr. Thieboux provided explanation of Completion, 30 Units, and Persistence percentages as reported in the Scorecard, and discussion occurred. Mr. Thieboux referred to the handout, "Student Success Scorecard: Comparison of Palo Verde with Colleges within the Same Peer Group", and an explanation of the highest in peer group/lowest in peer group was given.

Discussion occurred.

The Governing Board thanked Mr. Thieboux for his report.

VIII. DISCUSSION

1. Second Reading and Approval of revised Board Policy 7120, Recruitment and Selection (*shown as Reference D-07*).

Dr. Wallace stated that there is a minor change with this Board Policy 7120, page 1, third bullet which states, "academic" administrators. The correct word is "educational" administrators. Dr. Wallace stated this was inadvertently forgotten when the other changes were made, and the Governing Board agreed.

2. Second Reading and Approval of revised Board Policy 7250, Educational Administrators (*shown as Reference D-08*).

No discussion occurred.

IX. REPORTS

1. Associated Student Government – Alex Munoz, Student Trustee
 - Thursday, March 13, 2014 ASG will help host the Career Event with the local high schools.
 - A volleyball tournament will take place April 5, 2014, in the Clancy Osborne Physical Education Center.
 - The Miss Teen contest held in the Fine and Performing Arts Center was very well attended.
2. Academic Senate - Biju Raman, President
 - The Senate is going to focus on committees not mentioned in the bylaws of Academic Senate but reporting to Academic Senate, such as the Equivalency Committee and Curriculum Committee, so that there is no question as to the legitimacy of these committees.
 - The Chancellor's Office is requiring the college to update course outlines of record which is what is used for articulation to UC/CSU systems. An addendum was approved clarifying that textbook change would not go through the entire Curriculum Committee process, but it would just be an addendum item to the course outline of record.
 - The Equivalency Committee recommended and the Senate unanimously approved granting equivalency to Suzzane Malson In the area of anthropology, and Sioux Stoeckle in the area of theater arts and performance.
 - Classroom interventions are being done to help Basic Skills students which include in-class tutors sponsored by BSI (Basic Skills Initiative), tutors in the Student Success Learning Center, and experiments with a flipped classroom, where the student is exposed to the material on their own before

the class and the time in class is used to explain the material further and do group projects. Success rate of the flipped classroom has been very encouraging.

IX. REPORTS (continued)

- Lectures are being made available on the Bridge and You Tube for student access at any time. The Hawkes Learning System for remedial math students was introduced in fall 2011, which is a computer based skills building program that provides immediate feedback of skills mastered. Basic Skills percentages may seem dismal, but the percentage of students is very small. A common core assessment test is being developed by the State. With all of these interventions taking place, there is confidence that the next Remedial portion of the Student Success Scorecard will provide a better picture of where corrections need to be made.
3. CSEA, Chapter 180 - Richard Soto, President or designee
Not present for this meeting.
 4. CCA/CTA - Derek Copple, President or designee
Mr. Copple left early due to teaching schedule, and indicated he had nothing to report.
 5. Don Wallace - Superintendent/President
 - An All Staff Meeting took place last week. Bond Counsel, David Casnocha and Pollster, Ann Noch provided a presentation on General Obligation Bonds. A question and answer period took place at the end of the presentation.
 - Mr. C.M. Brahmhatt spoke at open forums on campus, and recommended that emphasis be put on outreach. In order to address this, a few college employees have voluntarily been reassigned. Ms. Leslie Rayner, will be assigned to outreach, and Mr. Henry Flores will be assigned to “in-reach”. Mr. Flores will be the first face that students see when they enter the College Services building. Both of these employees will operate under their existing job descriptions, and are happy to be in these new positions.
 - Mr. Larry McLaughlin, Deputy Sector Navigator for the Chancellor's Office, has been very helpful in networking Palo Verde College with the solar industry. The college is on the verge of receiving a grant from NextEra in the amount of \$12,500 towards solar classes to help train workforce for the McCoy Project. Mr. McLaughlin is making connections with EDD and also the Workforce Investment Board in funneling students into these programs.
 - Attended the ACCCA Conference last week. There were many good workshops. Three highlights of the conference were; 1) Ms. Cecy Garcia, Payroll/Benefits Manager, graduated from the Mentorship Program; 2) Ms. Russi Egan, Chief Business Officer, received a very impressive award for “Volunteer of the Year”; and 3) Dr. Wallace won luggage as a door prize.
 6. Sharon Jones - Interim Vice President of Instructional and Student Services
 - The order of orientation and assessment will be reversed beginning with priority registration this spring. Effective with priority registration this spring, it will be required that orientation precedes assessment. This will give the college the opportunity to stress how important the assessment test is, and what a difference placement can make in terms of a college career.
 - Embedded in the STAR test is an EAP assessment. The EAP assessment indicates if the student is at college level English and Math. The EAP score is accepted by UC and Cal State as indicating college readiness, and PVC

also accepts this score as an alternative to the assessment test.

- The Summer Class Schedule has been released, just in time for Career Day. The Fall Class Schedule will be printed very soon.

IX. REPORTS (continued)

- Some very successful things have taken place with the Palo Verde High School. On February 27, Financial Aid staff went to the high school and 53 students completed the FAFSA, and 40 students completed CCC Apply. On March 7, Financial Aid visited Twin Palms High School and 40 students completed their FAFSA forms. Career Day is Thursday, March 13, 2014. On the same day, a PVC Peer Counselor will spend the day with Palo Verde High School JROTC students who will receive assistance filling out FAFSA's as well.
 - FTES update – this semester FTES for face to face classes are down by approximately 26, but correspondence FTES are up approximately 45.
 - The CDCR contract has been received and will be on the next Board agenda for approval.
7. Russi Egan - Chief Business Officer
- Attended the "We Did It For You" International Women's Day Luncheon held in the Fine and Performing Arts Center on Saturday, March 8. Approximately 45 attendees enjoyed the wonderful celebration.
 - Open Enrollment is scheduled to start May 8, 2014. A new requirement will be that it is done completely electronically online. The Health Fair will be held May 8, 2014 from 10:00 – 2:00 p.m.
 - General Fund Cash Analysis for February 2014 *(shown loose in Board folders)*
FTES from last year were paid back, which was already calculated into the budget. The cash flow looks okay. There is slight concern for June due to funds from the state coming at the end of the month. Resolution 14-03 B-08 was passed last month just in case borrowing of capital funds is needed to get through the end of the fiscal year.
 - General Fund Comparative Statement of Revenue and Expenses January 2014 *(shown loose in Board folders)*
The budget should be running about 67%, and the college is actually running below on budgeted expenses.
8. Board of Trustees Comments and Discussion
- Ms. Rodriguez welcomed the visiting Accreditation Team to Palo Verde College.

X. INFORMATION ITEMS

1. Report of Purchases and Warrants for February 2014 *(shown loose in Board folders)*.
2. Accreditation Team visit for reaffirmation of Palo Verde College's Accreditation, will take place March 10-13, 2014.
3. CCLC 2014 Trustees Conference will be held in Newport Beach, CA, May 2-4. Deadline to register is April 4, 2014 *(shown loose in Board folders)*.
4. Current per diem meal rates for 2014 will be; breakfast \$12.00, lunch \$18.00, dinner \$36.00.
5. Association of Community College Trustees February 2014 publication of Trustee Talk *(shown loose in Board folders)*.
6. March publication of ASG Newsletter "Message in a Bottle" *(shown loose in Board folders)*.
7. Palo Verde College and Soroptimist of Blythe are sponsoring "Women's Journey Through History", a celebration of International Women's Day on March 8, 2014, 12:00-3:00 p.m. in the PVC Fine and Performing Arts Center *(shown loose in Board folders)*.

8. Palo Verde College will host “Exploring Pathways to Your Future” on March 13, 2014 from 10:00-1:00 p.m., for college students, high school students and the community.

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.)

B. BUSINESS

Resolution 14-04 B-09 – RENEWAL OF CLINICAL AFFILIATION AGREEMENT, NEW HOPE HOSPICE OF ARIZONA, INC

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the renewal of the Clinical Affiliation Agreement with New Hope Hospice of Arizona, Inc., to provide clinical experiences, as required, for students enrolled in the Vocational Nursing, Emergency Medical Technicians and Phlebotomists Programs of Palo Verde College. This Agreement commences on January 1, 2014, and is effect for one (1) year with automatic renewals for subsequent one (1) year terms, as shown in Reference B-09.

C. PERSONNEL

Resolution 14-04 C-12 - VOLUNTARY LATERAL TRANSFER (FLORES)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the voluntary lateral transfer of Henry Flores from Financial Aid Computer Applications Technician I to Student Services Technician I, effective March 11, 2014, a full-time, CSEA classified position, with no change in salary placement.

Resolution 14-04 C-13 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR SPRING SEMESTER 2014

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the following part-time temporary student employees (student aides, interpreters/student services clerks, tutors, peer counselor/coordinators, and peer counselor/recruiters) for Spring Semester 2014:

<u>Name</u>	<u>Position/Department</u>	<u>Rate of Pay (per hour)</u>
Bowley, Joseph	Student Aide – Information Tech	\$8.00
Bugtai, Christopher	Student Tutor – TRiO	\$8.75
Coronado, Andrea	Student Clerk – Library	\$8.25
Hurst, Laura	Tutor – DSPS/TRiO	\$8.75
Phipps, Amanda	Library Student Aide – FWS	\$8.00
	SLC English Tutor – FWS/BSI	\$8.75
Ragsdale, April	Student Clerk – BSV	\$8.25

Resolution 14-04 C-14 - OUT OF CLASS PAY (RICE)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves Out-Of-Class pay for Esther Rice, for performing the duties of Executive Secretary to the Vice President of Instruction & Student Services, at step 1 of the higher classification or 5%, whichever is greater, effective March 11, 2014.

(Blanket Motion)

It was moved by Mr. Arneson, and seconded by Dr. Thomas, that Consent Resolutions be

approved.

Discussion occurred regarding Resolution 14-04 C-14, and Ms. Jones provided clarification.

XI. CONSENT RESOLUTIONS (continued)

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

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

XII. ACTION ITEMS

A. INSTRUCTION

Resolution 14-04 A-03 - ACADEMIC AND WORK CALENDAR FOR 2014/2015

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Academic and Work Calendar for 2014/2015, as shown in Reference A-03.

It was moved by Dr. Thomas, and seconded by Mr. Arneson, that Resolution 14-04 A-03 be approved.

Discussion occurred, and Ms. Jones provided clarification.

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

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

C. PERSONNEL

Resolution 14-04 C-15 – FULL-TIME FACULTY TENURE APPROVAL

BE IT RESOLVED that the following academic employees be continued on probationary status for the 2014-2015 academic year, or will be completing their fourth and final year of probation, and be granted tenure status. The year of probation being completed is indicated for each employee. The evaluation process has been completed by administration.

Continuation of Probation

Frid, Sarah (Second Year) Business/Management Instructor
 Redwine, Karen (First Year) Psychology/Addiction Studies Instructor
 Gamez, Maria (First Year) ESL/CIS/NBE Instructor

It was moved by Mr. Lewis, and seconded by Dr. Thomas, that Resolution 14-04 C-15 be approved.

Discussion occurred, and Dr. Wallace provided clarification.

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

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

XII. ACTION ITEMS (continued)

Resolution 14-04 C-16 – STUDENT EMPLOYEE SALARY SCHEDULE CHANGE

BE IT RESOLVED that due to the California Minimum Wage increases effective July 1, 2014 (\$9.00 per hour), and January 1, 2016 (\$10.00 per hour), Palo Verde Community College District Board of Trustees approve the Student Employee Salary Schedule be changed as follows:

STUDENT HOURLY - Semi-Monthly

DISTRICT 05 - PALO VERDE COMMUNITY COLLEGE DISTRICT

		Current	Rate Increase	Rate Increase
Title	Row	Rate	7/1/2014	1/1/2016
AIDE	1	8.00	9.00	10.00
INTERPRETER / STUDENT CLERK	2	8.25	9.25	10.25
TUTOR / PEER COUNSELOR- RECRUITER	3	8.75	9.75	10.75
PEER COUNSELOR- COORDINATOR	4	9.35	10.35	11.35

It was moved by Mr. Edmond, and seconded by Mr. Gonzales, that Resolution 14-04 C-16 be approved.

Discussion occurred, and Ms. Mitchell, Director of Human Resources provided clarification.

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

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

D. MISCELLANEOUS

Resolution 13-04 D-06 – ACCEPTANCE OF 2013 PALO VERDE COLLEGE SCORECARD

BE IT RESOLVED that Palo Verde Community College District Board of Trustees has reviewed, discussed and provided input on the 2013 Palo Verde Scorecard, and approves the submission of this report as written *(shown loose in Board folders)*.

It was moved by Mr. Arneson, and seconded by Mr. Gonzales, that Resolution 14-04 D-06 be approved.

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

Edmond Yes Lewis Yes

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

XII. ACTION ITEMS (continued)

Resolution 14-04 D-07 – REVISION OF BOARD POLICY 7120, RECRUITMENT AND SELECTION

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves revised Board Policy 7120, Recruitment and Selection, shown as Reference D-07.

It was moved by Dr. Thomas, and seconded by Mr. Edmond, that Resolution 14-04 D-07 be approved.

(See note on VIII. 1. "Academic" administrators will be changed to "educational" administrators.)

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

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

Resolution 14-04 D-08 – REVISION OF BOARD POLICY 7250, EDUCATIONAL ADMINISTRATORS

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves revised Board Policy 7250, Educational Administrators, shown as Reference D-08.

It was moved by Mr. Arneson, and seconded by Dr. Thomas, that Resolution 14-04 D-08 be approved.

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

Motion carried; Aye 6 No 0 Abstain 0 Absent 1

Resolution 14-04 D-09 – APRIL AND NOVEMBER 2014 BOARD MEETING DATE AND LOCATION CHANGE

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the date change of the Board meeting scheduled for April 15, 2014, be changed to April 8, 2014, and that this meeting be held at the PVC Needles Center in Needles, CA.; and that the Board meeting scheduled for November 11, 2014, be changed to November 18, 2014, and this meeting will be held at the main campus in Blythe, CA.

It was moved by Mr. Arneson, and seconded by Mr. Edmond, that Resolution 14-04 D-09 be approved.

Student Advisory	<u>Yes</u>	Gonzales	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Absent</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<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. RECESS TO CLOSED SESSION

The Board of Trustees, and Dr. Wallace recessed to Closed Session at 6:31 p.m. to discuss the following:

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code Section 54957

XV. RECONVENE TO OPEN SESSION

The Board of Trustees, and Dr. Wallace returned to Open Session at 6:48 p.m. and announced no action had been taken.

XVI. ADJOURNMENT

The meeting was adjourned at 6:48 p.m.

**Minutes approved at the April 8, 2014
Regular Board Meeting.**

Donald G. Wallace, Secretary of the Board