

PALO VERDE COMMUNITY COLLEGE DISTRICT
SPECIAL MEETING/STUDY SESSION
BOARD OF TRUSTEES
Tuesday, March 22, 2016
4:30 p.m.
One College Drive, Blythe, CA – CL 101
(ITV held at Palo Verde College Needles Center – 725 W. Broadway, Needles, CA)

Meeting 16-05

MINUTES

I. OPENING OF MEETING

1. Call to Order

The Special Meeting/Study Session of the Board of Trustees was called to order by Dr. Thomas, President of the Board, at 4:33 p.m.

2. Flag Salute

The Salute to the American Flag was led by Mr. Hyduke, Vice President of the Board.

3. Roll Call

Trustees Present:

George Thomas, President
Ned Hyduke II, Vice President
Ermila Rodriguez, Clerk
Ed Gonzales, Trustee
Jerry Lewis, Trustee
Suzanne Woods, Trustee
Vacant
Grace Quist, Student Trustee

Administrators Present:

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

Guest:

Martha Crook, BoardDocs Implementation Specialist

Recorder:

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

4. Approval of the Agenda for this meeting.

It was moved by Mr. Hyduke, seconded by Mr. Gonzales, and unanimously carried that the Agenda be approved.

(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. ACTION ITEM

D. MISCELLANEOUS

Resolution 16-05 D-14 – ORDER OF ELECTION FOR BOARD TRUSTEE VACANCY

WHEREAS on February 9, 2016 a vacancy on the Palo Verde Community College District Board of Trustees was created due to the death of Francis Theodore Arneson;

WHEREAS pursuant to Education Code Section 5091 and Board Policy 2110, within 60 days of the vacancy occurring, the Palo Verde Community College District Board of Trustees is authorized to make a provisional appointment to the Board of Trustees or call for an election to be held on the next regularly scheduled election date for district governing board members;

WHEREAS pursuant to Education Code Section 5091 and Elections Code Section 1000 the next established election date is November 8, 2016;

WHEREAS pursuant to Education Code Section 5322, the Palo Verde Community College District Board of Trustees is required to provide the county superintendent of schools and the officer conducting the election a resolution that includes the date of the election and the purpose of the election, as well as the authority for ordering the election and the signature of the officer or the clerk of the board;

WHEREAS Education Code Section 5342 and Elections Code Section 10403 authorize the Palo Verde Community College District Board of Trustees to request that the Board of Trustees election be consolidated with other local and statewide elections occurring in the same district or area on the same day;

BE IT RESOLVED that, in accordance with Education Code Section 5091, the Palo Verde Community College District Board of Trustees hereby orders an election to fill the vacancy on the Board of Trustees for the remainder of the unexpired term. In accordance with Education Code Section 5322, the ordered election shall be held on November 8, 2016, to fill a vacancy on the Board of Trustees. The Election is authorized under Education Code Sections 5304 and 5091. The specification of the election order is authorized under Education Code Section 5322 and this resolution is prepared for the signature of the clerk of the board.

IV. ACTION ITEM (continued)

BE IT FURTHER RESOLVED that pursuant to Elections Code Section 10403, the Palo Verde Community College District Board of Trustees respectfully requests that the election to fill the Board of Trustees vacancy be consolidated with the statewide election to be held on November 8, 2016. The office to be voted upon shall be: Trustee, Palo Verde Community College District Area 1. The Palo Verde Community College District Board of Trustees hereby acknowledges that the consolidated election will be conducted as prescribed in Elections Code Section 10418.

BE IT FURTHER RESOLVED that the Board of Trustees hereby delegates to the Superintendent or his designee the full authority to consummate the intent of this Resolution, including the authority to execute and transmit, on the District's behalf, any and all required notices under Education Code Sections 5322 and 5342, and Elections Code Section 10403.

The foregoing Resolution was passed and adopted by the Board of Trustees on March 22, 2016 by the following vote:

It was moved by Mr. Gonzales, and seconded by Mr. Hyde, that Resolution 16-05 D-14 be approved.

Student Advisory	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Vacant	<u>vacant</u>	Lewis	<u>Yes</u>	Woods	<u>Yes</u>
Gonzales	<u>Yes</u>	Rodriguez	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 0 Absent 0

V. STUDY SESSION

1. BoardDocs Training

Presenter: Martha Crook, BoardDocs Implementation Specialist

Ms. Crook provided background as to what BoardDocs is and does. BoardDocs is a web application that allows users to access the program wherever internet connection is available, and on any device, by going to the BoardDocs website. BoardDocs is also a partner with the California Community College League, and many colleges use the program to conduct their board meetings. Ms. Crook demonstrated the following:

- how to get to the BoardDocs website, www.boarddocs.com.
- login in process and how to change passwords
- the welcome page;
- BoardDocs help, the online manual, and tech support
- an explanation of the tabs – Featured, Meetings, Policies, Library, and Search
- how to navigate through an agenda and meeting (a fictitious meeting was created for training purposes for this meeting)
- how to open attachments
- the annotation feature which allows the Trustees to take notes and save them to the cloud
- a mock board meeting

Ms. Crook answered questions from the Trustees, and thanked them for the opportunity to present BoardDocs.

VI. 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.

VII. ADJOURN

The meeting was adjourned at 5:46 p.m.

**Minutes approved at the April 12, 2016
Regular Board Meeting.**

Donald G. Wallace, Secretary of the Board