

PALO VERDE COMMUNITY COLLEGE DISTRICT

SPECIAL MEETING/STUDY SESSION

BOARD OF TRUSTEES

Tuesday, May 27, 2014

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 14-07

MINUTES

I. OPENING OF MEETING

1. Call to Order

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

2. Flag Salute

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

3. Roll Call

Trustees Present:

Millie Rodriguez, President
George Thomas, Vice President
Ned Hydeke, Clerk of the Board
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

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 Agenda for this meeting.

Dr. Wallace requested to amend Resolution 14-07 B-13 – CERTIFICATE OF PARTICIPATION ANNUAL PAYMENT. The correct amount should be \$804,075.01.

It was moved by Mr. Arneson, seconded by Dr. Thomas, 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. 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.)

None.

V. ACTION ITEMS

B. BUSINESS

(The following Resolution was amended.)

Resolution 14-07 B-13 – CERTIFICATE OF PARTICIPATION ANNUAL PAYMENT

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the 1st of 2 COP payments for the year in the amount of ~~\$1,522,175.01~~ \$804,075.01 to US Bank.

It was moved by Mr. Gonzales, and seconded by Mr. Edmond, that Resolution 14-07 B-13 be approved.

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

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

Resolution 14-07 B-14 – EDUCATIONAL PROTECTION ACT FUNDS SPENDING DETERMINATION (EPA)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the authorization to use the estimated \$1,737,691 of Educational Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instruction.

It was moved by Dr. Thomas, and seconded by Mr. Hyduke, that Resolution 14-07 B-14 be approved.

Discussion occurred; and Dr. Wallace and Ms. Egan provided clarification.

V. ACTION ITEMS (continued)

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

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

Resolution 14-07 B-15 – ANNUAL CHILD DEVELOPMENT CENTER SELF EVALUATION REPORT FOR 2013/2014

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Annual Child Development Center Self-Evaluation Report required by the California Department of Education, as shown in Reference B-15.

It was moved by Mr. Gonzales, and seconded by Mr. Lewis, that Resolution 14-07 B-15 be approved.

Discussion occurred; and Dr. Wallace clarified.

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

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

(Addendum)

Resolution 14-07 B-16 – REQUEST TO RE-ISSUE AND RE-ADVERTISE RFP FOR LED LIGHTING CONVERSION

WHEREAS, the Palo Verde Community College District authorized the issuance of a Request for Proposal (RFP) for LED Lighting Conversion;

WHEREAS, the RFP resulted in one proposal being received prior to Friday, May 16, 2014 deadline; and

WHEREAS, all proposals were rejected; and

WHEREAS, in accordance with the Information to Service Providers, No. 10 - Award of Contract, “the DISTRICT reserves the right to reject any or all proposals”;

THEREFORE BE IT RESOLVED, Palo Verde Community College District requests to re-issue and re-advertise the Request for Proposal for LED Lighting Conversion. This resolution shall be effective immediately upon adoption.

It was moved by Mr. Edmond, and seconded by Mr. Lewis, that Resolution 14-07 B-16 be approved.

Discussion occurred; and Dr. Wallace and Ms. Egan provided clarification.

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

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

V. ACTION ITEMS (continued)

C. PERSONNEL

Resolution 14-07 C-33 – EMPLOYMENT OF VICE PRESIDENT OF INSTRUCTION AND STUDENT SERVICES (HANCOCK)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the employment and contract of Dr. Sean C. Hancock as Vice President of Instruction and Student Services, a full-time 12 month position on Row 7, Step 9 of the Academic Administrator Salary Schedule, effective July 1, 2014. Human Resources has verified that the applicant meets State required minimum qualifications.

It was moved by Mr. Gonzales, and seconded by Mr. Lewis, that Resolution 14-07 C-33 be approved.

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

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

VI. STUDY SESSION

1. Palo Verde Community College District Budget Development Process 2014-2015 – Russi Egan, Chief Business Officer.

Russi Egan, Chief Business Officer and Sharron Burgeson, Program Review Liaison for the Budget Committee, provided a presentation titled “Palo Verde College, FY 2014-2015 Budget Workshop, May 27, 2014”. Handouts of the presentation were provided at the meeting.

Ms. Egan and Ms. Burgeson provided explanation, and discussion occurred on the following budget development process for 2014-2015.

- Palo Verde College Mission Statement and Values
- budgeting principles and guidelines
- budget and the link to Accreditation
- Prioritization – requests must align with the Strategic Plan, achieve strategic goals, align categorical/restricted programs with strategic goals, maintain recommended level of reserve, accommodate cash flow shortfalls, using inter-fund borrowing rather than external
- Extensive review occurred in fall 2013 of procedures for preparing budget.
- Budget and program enhancement requests were distributed in early February to all staff.
- All requests were reviewed in April, and staff was given an opportunity to explain their budget needs.
- Budget Committee met in May and reviewed assumptions.
- Unmet needs will be reviewed by Program Review and a recommendation of the ranking will be submitted to the Budget Committee by July 31, 2014. These will be included in the adopted budget.

VI. STUDY SESSION (continued)

Discussion occurred regarding how constituencies go through the budget request process, Program Review and the Budget Committee, to receive funding. Ms. Egan provided an explanation of how budget requests must be connected to the Strategic Plan, and Ms. Burgeson explained how requests are linked back to the Mission Statement, Strategic Plan and Student Learning Outcomes. Discussion also occurred on budgeting for the Needles Center. An explanation regarding SERP funds was provided.

Assumptions for 2013-2014

Revenue:

- Revenue based on 1650 FTES per the Budget Committee recommendation;
- .85% cola used per May Revise;
- All fees collected are based on a 5 year average.

Expenses:

- California CPI of 3% used to estimate increase in expenses;
- Rollover of current expenses.

Unrestricted Budget – Revenue

- Calculating apportionment; total State General Apportionment - \$8,331,148
- Anticipated State revenue - \$10,428,933
- Anticipated local revenue - \$1,385,456
- Total anticipated revenue - \$11,814,389

Unrestricted Budget – Expenses

- Total unrestricted expenses 2012-2013 - \$11,842,959

2013-2014 Tentative Budget Summary

- Revenue total - \$11,814,389
- Expenses total - \$11,842,959
- Difference – (\$28,570)

Ms. Egan stated the difference is high, but it is just a conservative projection. By using a very systematic approach, it is expected that the college will have a balanced budget by August.

Discussion occurred and Ms. Egan stated the college has received Scheduled Maintenance Funds. With these funds the college has upgraded air conditioners, replaced cast iron pipes, and by the end of June landscaping will be done to cut down on erosion. Lighting inside the buildings at the Main Campus and the Needles Center will be upgraded to LED. According to the Governor's proposed budget, not only will our Scheduled Maintenance be increased next year, but there should also be a match.

VII. 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.

None.

VIII. ADJOURN TO CLOSED SESSION

The Board of Trustees, and Dr. Wallace adjourned to Closed Session at 5:34 p.m. to discuss the following. No action was taken.

1. Existing litigation pursuant to Government Code Section 54956.9(a) Gilmore v. PVCCD.
2. Public Employee/Discipline/Release pursuant to Government Code Section 54957.

**Minutes approved at the June 24, 2014
Special Meeting/Study Session.**

Donald G. Wallace, Secretary of the Board