

PALO VERDE COMMUNITY COLLEGE DISTRICT
SPECIAL MEETING/STUDY SESSION
BOARD OF TRUSTEES
Tuesday, May 28, 2013
4:30 p.m.
One College Drive in Blythe – CL 101

Meeting 13-10

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 4:32 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, Clerk of the Board
 Lincoln Edmond, Trustee
 Ed Gonzales, Trustee
 Ned Hyduke, Trustee
 Jerry Lewis, Trustee

Administrators Present: Denise Whittaker, Interim Superintendent/President
 Sharon Jones, Interim Vice President of Instructional
 and Student Services
 Russ Egan, Chief Business Officer

Absent: Laura Bowley, 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 Agenda for this meeting.
It was moved by Dr. Thomas, seconded by Mr. Edmond, and unanimously carried, that the Agenda for this meeting 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 Interim 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 13-10 D-20 – HONORARY DEGREE, AMY PRATT

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Honorary Degree for Amy Pratt, as recommended by College Council and Academic Senate.

It was moved by Mr. Arneson, and seconded by Mr. Hyduke, that Resolution 13-10 D-20 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 _____ Abstain _____ Absent _____

V. STUDY SESSION/WORKSHOP: PALO VERDE COMMUNITY COLLEGE DISTRICT BUDGET DEVELOPMENT FOR 2013-2014

Denise Whittaker, Interim Superintendent/President, and Russi Egan, Chief Business Officer, provided handouts of the PowerPoint Presentation titled "FY 2013-14 Budget Workshop May 28, 2013". Ms. Egan stated that union negotiations are on-going, so this tentative budget is not finalized.

Ms. Whittaker stated the Board Meeting scheduled for June 11, 2013 could be moved to June 25, 2013 in order to have a more definite tentative budget. There was discussion, and the Governing Board agreed to cancel the June 11, 2013 Regular Board Meeting, and schedule a Regular Board Meeting on June 25, 2013 in order to have a more tentative budget.

Ms. Egan provided explanation, and discussion occurred on the following budget development process for 2013-14:

- Budget Committee Members and Committee Purpose
 - 1) Develop parameters on financial scenarios.
 - 2) Provide budget training to members.
 - 3) Fund priorities as identified by College Council through Program Review.

- 4) Provide an infrastructure for collegial and transparent discussion amongst constituent leaders.
- College Values
 - 1) Preserve jobs – employment integrity.
 - 2) Preserve classes – instructional integrity.
 - 3) Preserve support services – student and instructor service integrity.
 - 4) Preserve environment – security, safety, diversity, technology, etc. integrity.
 - Challenges Facing PVC
 - 1) Attaining 2012-13 FTES target of 1800.
 - 2) Accreditation Commission's Probationary Status.
 - 3) Local and state image.
 - 4) Overall inconsistencies in college policies and procedures.
 - 2012-13 Fiscal Recap
 - 1) First Principal Report (P1).
 - 2) Received Fifty Percent Law Exemption.
 - 3) Ongoing money for 2013-14 from Incentive Plans.
 - Fifty Percent Law Calculation 2012-13
 - 1) Estimated – 51.86%.
 - Unrestricted Budget - Summary
 - 1) Budget Committee accepted the Interim Superintendent/President's recommendation that the roll-over budget for each department with the same budget as they began with 2012-13.
 - 2) Areas were asked to identify unmet/unfunded needs through the Program Review Committee's Snap Shot process.
 - 3) The snapshots were reviewed and ranked by the College Council and will be presented to Budget Committee on May 30, 2013.

Ms. Whittaker, Interim Superintendent/President provided explanation and discussion occurred regarding Spring 2013 Program Review Annual Snapshot Report Pilot Project:

- Division or areas were asked to describe key functions, changes, anticipated changes in the next 12 months, goals, and critical unmet or unfunded program needs.
- Prioritized one-time unmet needs.
- Prioritized on-going non-personnel needs.
- Prioritized new classified staff, administrators, and faculty needs.

Ms. Egan provided explanation and discussion occurred regarding Assumptions for 2013-14:

- Revenue
 - 1) Based on FTES of 1801 per Budget Committee recommendation.
 - 2) 1.57% COLA per May Revise and Budget Committee recommendation.
 - 3) All fees collected based on 5 year average.

- Expenses
 - 1) All MOU's expire and revert back effective June 30, 2013.
 - 2) Health and Welfare changes revert back to June 30, 2012 and include a 8.55% rate increase.
 - 3) No participants in the insurance opt-out.
 - 4) OPEB is based on recent actuarial.
 - 5) Trend data was created for all departments and programs.

- Unrestricted Budget – Revenue

- Calculating Apportionment

- State Revenue
 - 1) State apportionment.
 - 2) Lottery-unrestricted.
 - 3) Cal Grants.
 - 4) Part-time faculty allocation.
 - 5) EPA funds.

- Local Revenue
 - 1) Property taxes.
 - 2) Interest.
 - 3) Enrollment fees.
 - 4) Student records.
 - 5) Out-of-state and Arizona fees.
 - 6) Miscellaneous fees.

- Total Estimated Revenue State and Local - \$12,623,585

- Anticipated Expenses 2013-14 Unrestricted - \$13,063,531
 - 1) Certificated salaries.
 - 2) Classified salaries.
 - 3) Benefits.
 - 4) SERP.
 - 5) Supplies & materials.
 - 6) Operating expenses & services.
 - 7) Capital outlay.
 - 8) COP payment plus extra.
 - 9) OPEB.

- 2013-14 Tentative Budget Summary.
 - 1) Revenue \$12,623,585.
 - 2) Expenses \$13,063,530.
 - 3) Difference \$439,945.

- How to Balance the Budget
 - 1) Complete contract negotiations.
 - 2) Delay or reduce funding the additional amount for the COP (\$125,00).
 - 3) Create an OPEB plan. Current requirement on the pay-as-you-go would be \$196,000 per year. The college is currently paying \$301,308 per year.

Ms. Egan asked if any of the Trustees had any further questions on what was presented and there were none.

Ms. Whittaker and Ms. Jones provided an update regarding the Instructional Service Agreements (ISA's). Ms. Jones stated the she and Scott Peterson have uncovered an improper way of awarding credit. Flaws have been found in the contract for one particular Fire Science course that has been offered. The calculation that is being used to award credit is an incorrect formula. Ms. Jones and Mr. Peterson are working with Industrial Emergency Council (IEC), and this will be corrected as quickly as possible. Spring semester will be corrected, but it is unclear if fall semester can be corrected because the data could be gone. Ms. Whittaker stated that eventually there will be a new, accurate IEC contract. The Governing Board will be kept informed as to the status of this situation.

Ms. Whittaker stated the next step in the Budget Process 2013-14, is that a tentative budget will be presented to the Governing Board by September 15, 2013, which will be used to refine a final budget. A tentative budget has to be approved by June 30, 2013, so the recommendation is to change the Regular Board Meeting from June 11, 2013 to June 25, 2013. The Governing Board agreed that unless an emergency occurs, there will not be a Board Meeting in July. The Trustees will be kept informed by emails or letters as to the status of FTES. The final FTES report is due July 15, 2013, and that report will set the tone for the final budget. Typically there would be two meetings in August; a regular meeting and another budget meeting, which would be right before the approval of the final budget in September.

VI. 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.

VII. RECESS TO CLOSED SESSION

The Board of Trustees, Ms. Whittaker, Interim Superintendent/President, Ms. Jones, Interim Vice President of Instructional and Student Services, and Ms. Egan, Chief Business Officer, adjourned to Closed Session to discuss the following:

1. Conference with Labor Negotiator pursuant to Government Code Section 54957.6:
Negotiator: Denise Whittaker
Employee Organizations: CCA/CTA, CSEA Chapter 180, Unrepresented Employees
2. Public Employee Appointment pursuant to Government Code Section 54957:
 - A. Status of Superintendent/President Appointment
 - B. Status of Interim Vice President of Instructional and Student Services
(Ms. Jones recused herself from this item.)

VII. RECONVENE TO OPEN SESSION *(Any action taken in Closed Session will be announced at this time.)*

Ms. Whittaker announced there will be no report out of Closed Session.

VIII. ADJOURNMENT

The meeting was adjourned at 6:04 p.m.

**Minutes approved at the June 25, 2013
Regular Board Meeting.**

Interim Secretary of the Board