

PALO VERDE COMMUNITY COLLEGE DISTRICT
SPECIAL MEETING/STUDY SESSION
BOARD OF TRUSTEES
Tuesday, August 26, 2014
4:30 p.m.
One College Drive, Blythe, CA – CL 101
(and Teleconference held at Needles Center, 725 West Broadway, Needles, CA)

Meeting 14-12

MINUTES

I. OPENING OF MEETING

1. Call to Order
The Special Meeting/Study Session of the Board of Trustees was called to order by Ms. Rodriguez, President of the Board, at 4:30 p.m.
2. Flag Salute
The Salute to the American Flag was led by Alex Munoz, Student Trustee.
3. Roll Call
Trustees Present: Millie Rodriguez, President
 George Thomas, Vice President
 Ned Hydeke, Clerk
 Ted Arneson, Trustee
 Lincoln Edmond, Trustee
 Ed Gonzales, Trustee
 Jerry Lewis, Trustee
 Alex Munoz, Student Trustee

Administrators Present: Donald G. Wallace, Superintendent/President
 Sean Hancock, Vice President of Instruction 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 Minutes of the Special Meeting/Study Session of July 8, 2014.
It was moved by Dr. Thomas, seconded by Mr. Edmond, and unanimously carried, that the Minutes of the Special Meeting/Study Session of July 8, 2014 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.)

I. OPENING OF MEETING (continued)

5. Approval of the Agenda for this meeting.

Ms. Rodriguez requested to amend the Agenda as follows: Resolution 14-12 C-69 - EMPLOYMENT OF DIRECTOR OF FACILITIES & OPERATIONS, the name of Shad Lee will be inserted, at a classification of Row 8 Step 9, effective August 26, 2014. Ms. Rodriguez also stated the Board of Trustees will Recess to Closed Session not *Adjourn* to Closed Session at the end of the meeting,

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

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. STUDY SESSION/WORKSHOP

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

Ms. Egan provided a PowerPoint presentation and handouts titled "Palo Verde College FY2014-15 Budget Workshop August 26, 2014. Points covered were:

- PVC Mission Statement and how it drives plans, processes and the budget.
- College values – excellence, learning, integrity and ethics, diversity, creativity, and civic responsibility.
- Budgeting principles – transparency, broad participation, balanced, conservative, complete/comprehensive.
- Budget guidelines – one-time revenues will be allocated to one-time expenditures; year-end balances are not budgeted for ongoing expenses. Funds are budgeted where they are expected to be spent, contractual obligations and fixed costs budgeted first, and new positions must be fully funded.
- Budgeting prioritization – align with college's Strategic Plan, achieve Strategic Goals, align categorical/restricted programs with Strategic Goals, recommended level of reserves is currently 12%, use inter-fund borrowing in preference to external borrowing.

Sharron Burgeson, Budget Committee Program Review Liaison, spoke regarding Program Review; and how it is linked to the Budget Committee and development of the budget. Ms. Burgeson referred to the handout titled "Program Review Committee Ranking of Budget Enhancement Requests, May 20 and 27, 2014", and provided an

IV. STUDY SESSION/WORKSHOP (continue)

explanation of how budget needs are ranked. The Board of Trustees were invited to speak to the President if there is any criteria that they would like to see implemented in the ranking of budget enhancement requests.

Dr. Hancock and Mr. Biju Raman, Budget Committee member, spoke regarding the basis for the calculation of the FTES for 2014-2015, which is 1730. It is expected there will be a loss from ISA's due to other college's denying PVC permission to offer classes in their districts. Other opportunities to obtain FTES are being pursued through the offering of FIELD classes to ESL students, and the ongoing Palo Verde High School registration into Career Tech Education classes. The target number for FTES is 1800, but the Budget Committee is being conservative and budgeting for 1730. Mr. Raman explained that when the college meets the goal of 1800, then funding for the next three years will be based on 1800 FTES, but this is an ongoing process in which the FTES must be maintained at the 1800 cap or funding will be reduced.

Dr. Hancock answered questions from the Governing Board and provided clarification regarding ISA's and FIELD classes. Ms. Egan stated that FTE's produced from FIELD classes are non-credit, and that the college earns less money on non-credit as opposed to credit classes.

Ms. Egan explained that the reserve will be at 16%. When the SERP's are paid off, it will free up \$760,000 that will be applied towards payment of the COP's. Ms. Egan described how insurance rates for 2014-2015 were taken into consideration when building the budget, and the assumptions of revenue and expenses for 2014-2015. Basic allocation calculations for apportionment was also explained. Total estimated revenue for the year is \$12,042,610, and total estimated expenses for the year is \$11,842,959; the difference being \$199,651. The total cost for all enhancements is \$256,480, and this is where the ranking will be used to cover as many of these requests as possible. Ms. Egan stated that there is a good possibility the college will receive the STEM grant of \$25,000 from Southern California Edison, which will be used for scholarships and tutoring in math, science, and technology.

Discussion occurred and Ms. Egan answered questions from the Governing Board. Ms. Rodriguez thanked Ms. Egan for her presentation.

V. DISCUSSION

1. Board of Trustees Self Evaluation 2013-2014 (*forms shown loose in Board folders*).

Ms. Rodriguez stated that the Trustees will complete the Self Evaluation and bring the completed form to the September 9, 2014 Board of Trustees Meeting for discussion.

Dr. Wallace explained that the measurements have been revised to indicate what was done this past year and how the goals were met. The Trustees were encouraged to edit the measurements and add any other measurements they can think of. Dr. Wallace stated that Goal A.3. "Identify Superintendent/President annual goals", is also listed under Goal B.3. Dr. Wallace suggested that it be removed from Goal A and be listed one time under Goal B.

Dr. Wallace requested that the Trustees review and score themselves, and discussion will occur at the next Board Meeting on September 9, 2014.

V. DISCUSSION (continued)

2. Review of PVCCCD Conflict of Interest Policy (*BP/AP 2710 shown loose in Board folders*), per the 2014 Local Agency Biennial Notice as required by the Political Reform Act.

Ms. Rodriguez explained this is a First Reading and this Board Policy will be approved at the Board Meeting in September.

3. Review of Board Policy 2715 – Code of Ethics/Standards of Practice (*shown loose in Board folders*).

Ms. Rodriguez requested that the Trustees review these policies for discussion at the next meeting.

VI. 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.)

C. PERSONNEL

Resolution 14-12 C-65 – INSTRUCTORS FOR INSTRUCTIONAL SERVICE AGREEMENTS (ISA)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies and approves the names of Contracted Instructors for Public Safety and the Farmworker Institute of Education & Leadership Development (FIELD), to provide Instructional Service Agreements through the Office of Instruction for 2014-2015, shown as Reference C-65.

Resolution 14-12 C-66 - CLASSIFIED EMPLOYEE RECLASSIFICATION (MARTIN)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the reclassification of Jonathan Martin, Help Desk Technician I, Class 5, to a Network & Security Systems Specialist, Class 13, effective June 26, 2014.

Resolution 14-12 C-67 - RESIGNATION OF TEMPORARY LIBRARY TECHNICIAN I (CERVANTES)

BE IT RESOLVED that the Superintendent/President has accepted, and Palo Verde Community College District Board of Trustees approves, the resignation of Pablo Cervantes, Temporary Library Technician I, effective July 28, 2014.

Resolution 14-12 C-68 – RESIGNATION OF SUBSTITUTE PART-TIME INSTRUCTIONAL AIDE (ROGERS)

BE IT RESOLVED that the Superintendent/President has accepted, and Palo Verde Community College District Board of Trustees approves, the resignation of Kimberly Rogers, Substitute Part-Time Instructional Aide at the Child Development Center, effective August 15, 2014.

(Blanket Motion)

It was moved by Mr. Gonzales, and seconded by Mr. Edmond, that Consent Resolutions be approved.

Discussion occurred regarding Resolution 14-12 C-67, and Resolution 14-12 C-65.

VI. CONSENT RESOLUTIONS (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

VII. ACTION ITEM

B. BUSINESS

Resolution 14-12 B-39 – TEMPORARY LOAN TO CHILD DEVELOPMENT CENTER

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves a temporary loan from the General Fund to Palo Verde College Child Development Center in the amount not to exceed \$100,000. The Child Development Center does not receive their initial funding until after September 1 of each year, and the loan is needed for cash flow purposes. Shown as Reference B-39.

It was moved by Mr. Gonzales, and seconded by Mr. Arneson, that Resolution 14-12 B-39 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

C. PERSONNEL

Resolution 14-12 C-69 - EMPLOYMENT OF DIRECTOR OF FACILITIES & OPERATIONS

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the employment of **Shad Lee** as Director of Facilities & Operations, a full-time, exempt, Classified Management position, at a classification of Row 8, Step **9**, on the Classified Management/Confidential Salary Schedule, effective **August 26, 2014**. Human Resources has verified that the applicant meets the required minimum qualifications.

It was moved by Dr. Thomas, and seconded by Mr. Hyduke, that Resolution 14-12 C-69 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 14-12 C-70 – APPROVAL OF CONTRACT FOR EOPS/CARE DIRECTOR (RIVERA)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the contract for Maria Rivera, EOPS/CARE Director, per terms of agreement as shown in Reference C-70, effective July 1, 2014 through June 30, 2015.

It was moved by Mr. Lewis, and seconded by Mr. Gonzales, that Resolution 14-12 C-70 be approved.

VII. ACTION ITEM (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

VIII. 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.

Mr. Raman, Math/Chemistry Instructor, spoke regarding concerns in advertising the General Obligation Bond. The faculty is concerned, as a group, and as individuals, as to what efforts in advertising are being made, whether there is a political action committee, and if there is any kind of campaign. There are concerns that the word is not getting out to the entire community as to how critical the Bond Measure is to Palo Verde College.

Dr. Wallace stated there is a campaign committee in place, and Trustee Ned Hyduke is the Chair. Campaign materials will be coming out soon. Mr. Hyduke explained there have been some scheduling issues, but the committee is meeting and moving forward.

Mr. Raman spoke concerning a written response request from the Board of Trustees as to the rationale in granting tenure to Ms. Sheri Jones. Mr. Raman stated he is empowered by AB 1725 which is the legal basis for asking for this request in writing. There was a unanimous vote from faculty not to grant Ms. Jones tenure at that time. Mr. Raman will follow up on this request with an email to the Board of Trustees and the President.

Mr. Raman also spoke regarding equivalencies and the work being done on Board Policy and Administrative Procedures. Mr. Raman is working with the Equivalency Committee and Academic Senate. The Equivalency Committee Chairman welcomes and wants to make adjuncts as equal as possible, but they will have to meet certain criteria. Mr. Raman is working with the President, and Academic Senate and this will be coming to the next College Council meeting. The Board of Trustees will also get to look at after it goes through the process. The Board Policy will rationalize many of these processes and procedures and hopefully put an end to the cycle of inaccuracies in Needles.

Mr. Lewis stated he really appreciates getting this straightened out.

Ms. Rorie Nelson spoke regarding her termination and re-hiring at Palo Verde College, and thanked faculty and staff who supported her.

Mr. Dale Wissman, CSEA Labor Relations Representative, spoke regarding the low morale, and angry and afraid people at the college. Classified employees have expressed to him, Rich Soto, and others, that they have no confidence that they will be treated fairly; with respect and honesty, by Mr. Wallace. Mr. Wissman also spoke regarding the Rorie Nelson arbitration case. Mr. Wissman asked that an anonymous survey go out to the employees, students and stakeholders of the college, regarding the evaluation of a current administrator on this agenda tonight, and that the Board begin conducting exit interviews of all the talent that are leaving the college to find out why they are leaving. Mr. Wissman spoke regarding the November 4, 2014 election, and electing future board members who can stand up to Dr.

Wallace.

IX. ADJOURN TO CLOSED SESSION

The Board of Trustees, and Dr. Wallace recessed to Closed Session at 5:37 p.m. to discuss the following:

1. Existing Litigation Pursuant to Government Code Section 54956.9(a) Gilmore v. PVCCD.
2. Public Employee Discipline/Dismissal/Release pursuant to Government Code Section 54957.
3. Public Employee Performance/Evaluation: Superintendent/President.

X. RECONVENE TO OPEN SESSION

The Board of Trustees, and Dr. Wallace reconvened to Open Session and announced the following:

“In closed session, the Board of Trustees took action to implement the arbitrator’s decision in the matter of the termination of classified employee #159319, Financial Aid Tech I. Instead of termination, the arbitrator ordered an unpaid suspension of 9 months and a return to duty. The Board of Trustees so orders. The roll-call vote was unanimous.”

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

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

XI. ADJOURNMENT

The meeting was adjourned at 6:28 p.m.

**Minutes approved at the October 14, 2014
Regular Meeting.**

Donald G. Wallace, Secretary of the Board