

PALO VERDE COMMUNITY COLLEGE DISTRICT
REGULAR MEETING
BOARD OF TRUSTEES
Tuesday, October 13, 2015
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 15-16

MINUTES

I. OPENING OF MEETING

1. Call to Order

The Regular Meeting of the Board of Trustees was called to order by Dr. Thomas, President of the Board, at 5:02 p.m.

2. Flag Salute

The Salute to the American Flag was led by Ms. Quist, Student Trustee.

3. Roll Call

Trustees Present:

George Thomas, President
Ermila Rodriguez, Clerk
Ed Gonzales, Trustee *(by ITV from Needles Center)*
Jerry Lewis, Trustee *(by ITV from Needles Center)*
Suzanne Woods, Trustee
Grace Quist, Student Trustee

Administrators Present:

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

Absent:

Ted Arneson, Trustee
Ned Hydeke II, Vice President

Recorder:

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

4. Approval of the Minutes of the Regular Meeting/Study Session of August 25, 2015, the Minutes of the Regular Meeting of September 8, 2015, and the Minutes of the Special Meeting/Study Session of September 22, 2015.

It was moved by Ms. Rodriguez, seconded by Ms. Woods, and unanimously carried, that the Minutes 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.

Dr. Thomas requested to amend the agenda as follows: item XIV. Recess to Closed Session will be moved to item IV.

It was moved by Ms. Woods, seconded by Ms. Rodriguez, 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."

Ms. Sioux Stoeckle, English and Theater Arts Instructor, informed the Board of Trustees that the first show in the Fine and Performing Arts Theater will open this Thursday, October 15 at 7:00 p.m., and run through October 17, 2015. The Student Trustee, Ms. Quist, is one of the cast members. The cost is \$10.00 for general admission, students with an ASG card is \$5.00.

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.

Ms. Quist recused herself from Resolution 15-16 D-36.

IV. RECESS TO CLOSED SESSION (moved from item XIV.)

The Board of Trustees and Dr. Wallace, Superintendent/President, adjourned to Closed Session at 5:07 p.m. to discuss the following:

1. Conference with Labor Negotiators pursuant to Gov. Code 54957.6
Agency Representative: Dr. Don Wallace, Superintendent/President
Employee Organization: CSEA Chapter 180
2. Conference with Legal Counsel – Anticipated Litigation; significant exposure to litigation pursuant to subdivision (d)(2) and (e) of section 54956.9: (one case)

V. RECONVENE TO OPEN SESSION

The Board of Trustees and Dr. Wallace, Superintendent/President, reconvened to Open Session at 5:14 p.m. and announced the follow action had taken place:

The Board of Trustees approved a settlement agreement with employee #180833 concerning the computation of paid leave.

Arneson	<u>Absent</u>	Lewis	<u>Yes</u>	Woods	<u>Yes</u>
Gonzales	<u>Yes</u>	Rodrigues	<u>Yes</u>		
Hyduke	<u>Absent</u>	Thomas	<u>Yes</u>		

Motion carried; Aye 5 No 0 Abstain 0 Absent 2

VI. REPORTS

1. Associated Student Government – Grace Quist, Student Trustee
 - The Halloween Lockdown fundraising event will take place October 29, 2015. “Arrest warrants” are available for purchase. There will be games with lots of prizes as well as a pumpkin decorating contest.
 - A fall/Thanksgiving basket and turkey dinner raffle will take place November 19, 2015.

2. Academic Senate – Biju Raman, President
 - The American Sign Language course has been moved from the History and Political Science division to English Language Arts and Communications division. This will be a better fit for this course.
 - Academic Senate has approved an Equivalency Policy template and will meet and negotiate this with administration. The highlights of the template are: it will be a peer review process as it is under the purview of AB 1725, management [Dr. Hancock or his representative] is invited to sit in on the process and observe, the administrative procedure has been laid out as far as who sends what to whom and at what time, Mr. Raman will meet with Dr. Hancock and going over the whole process and the procedures as it moves forward. This should be completed before the end of the semester. If there are changes, Academic Senate will ratify the policy and then it will go to College Council and finally to the Board of Trustees for approval.
 - Academic Senate feels that administration has been significantly impacted by the growth of the college and increased FTES, particularly in the area of correspondence education. Retaining FTES is a concern, and because of this concern and the increased FTES Academic Senate is recommending that the college hire an additional administrator to help the office of Vice President of Instruction and Student Services. The integration of Instruction and Student Services in one office has been a good move, but Academic Senate would like to see an additional administrator to provide support in this area.
 - Academic Senate is studying impacted courses for hiring purposes. The study will be done in two steps; the first step will be to see what the divisions are recommending as far as hiring full-time faculty, and the second step will be prioritization within the divisions by using data. After this is done it will be presented to management for further input. A report on this process will continue to be provided to the Board of Trustees.
 - A special committee of Academic Senate has been formed to study the correspondence education classes as they relate to summer session. Faculty was grading papers well into the fall semester due to the two week closure of CDCR during the summer session. The committee looked at how to process syllabi more quickly, how to recommend textbooks more quickly to the distant learning division, and also the schedule. The committee wants to stick with the six week schedule. The faculty will work with the distance education office in terms of uploading the syllabi and textbook requirements much earlier, so that they have access to this information sooner.

Discussion took place regarding recruitment of face to face students, and hiring of faculty. Mr. Raman answered questions from the Governing Board.

3. CSEA, Chapter 180 – Richard Soto, President or designee
Not present for this meeting.

4. CCA/CTA – Derek Copple, President or designee
Not present for this meeting.

VI. REPORTS (continued)

5. Don Wallace – Superintendent/President
 - A presentation on BoardDocs will be given at the October 27, 2015 Study Session. BoardDocs is a paperless agenda meeting solution.
 - Institute Day will take place Friday, October 16, 2015. A refresher course on active shooter training will take place. The Trustees are invited to take part in this training.
6. Sean Hancock – Vice President of Instruction and Student Services
 - Dr. Hancock served on an ACCJC site team visit at Santa Barbara City College. This was a wonderful opportunity to see the accreditation process from the other side and experience how a team operates and what they look for in meeting Standards compliance.
 - Dr. Hancock, Jaclyn Randall (Student Success Manager), and Adam Houston (Director of Institutional Research) attended the RP Group's Strengthening Student Success Conference. There were ten different tracks that could be followed over the three day conference, so ten people could go and essentially take ten different tracks and not repeat any information. The information and concepts obtained by Dr. Hancock, Ms. Randall, and Mr. Houston will be presented and incorporated into operations at Palo Verde College. The hope is to take a larger group next year; involving more faculty, counselors, and Student Services staff. It was a wonderful experience and Dr. Hancock was grateful for the opportunity to attend.
7. Russi Egan – Chief Business Officer
 - Maintenance and Operations is installing LED lighting in the CS building as part of Proposition 39 upgrades.
 - Active shooter training will take place Friday, October 16, 2015. Keenan also has a very good online training program that the faculty and staff can take. An Active Shooter Quick Reference Guide was distributed to all the Trustees. This information is also on the Palo Verde College website.
 - The 311 Report has been completed and submitted. The Business Office is working on multiple quarterly reports for the Career Technical Program, Adult Basic Education, and Financial Aid.
 - Ms. Egan attended the AEBG Conference with Dr. Hancock, and Ms. Arac [Director of Needles Center]. It was an outstanding conference. Also attended the SSSP/Student Equity Conference with Ms. Randall [Student Success Manager].
 - Ms. Egan has been invited to be a co-presenter at the Association of Chief Business Officials (ACBO) conference in October.
8. Executive Cabinet
No report.
9. Board of Trustees Comments and Discussion
 - Mr. Lewis thanked all those who supported the Needles Chamber of Commerce Dinner.

VII. PUBLIC HEARING

None.

VIII. PROGRAM REVIEW

1. Child Development Center *(shown loose in Board folders)*
Presenter: Maria Kehl, Site Supervisor/Teacher of Child Development Center

Ms. Kehl provided an overview of the Child Development Center Program and answered questions from the Governing Board. Misty Garcia, Sandra Dagnino, and Cindy Loaiza, parents whose children attend the Child Development Center, spoke in support of the program.

IX. DISCUSSION

1. Board of Trustees Self Evaluation *(shown loose in Board folders)*

Dr. Thomas commented that there are a lot of areas marked “needs to improve.” He felt that this might be due to the Goals being in areas that the Board of Trustees had no control over. Dr. Wallace suggested that the scoring could be done as a composite score. After discussion, the Governing Board decided to score the Self Evaluation the same way it has been done in previous years. There was no further discussion.

2. Board of Trustees Goals and Institutional Goals *(shown loose in Board folders)*

Dr. Wallace stated that typically the goals are universal and stay close to the same each year. Mr. Lewis asked for clarification on Goal C:1.: “reviews changes to the CTA and CSEA contracts as needed”, and Dr. Wallace explained the process of how the Board of Trustees reviews and approves new contracts with CTA and CSEA.

Dr. Wallace will suggest changes to the current Board Performance Goals document, and it will be brought forth for discussion at the Study Session on October 27, 2015. The Board of Trustees agreed to this plan. No other discussion took place.

Dr. Wallace stated that the Institutional Goals are current and in effect. This document will be updated next year.

3. Review of Palo Verde College Strategic Plan *(shown loose in Board folders)*

Dr. Wallace stated the Strategic Plan is current and in effect. This document will be updated next year. No further discussion took place.

X. INFORMATION ITEMS

1. Report of Purchases and Warrants for September 2015 *(shown loose in Board folders)*.
2. Palo Verde College theatre classes will present *Almost, Maine*, a romantic comedy by John Cariani in the Fine and Performing Arts Theater October 15, 16, and 17, 2015.
3. CCLC Effective Trusteeship Workshop will take place January 29-31, 2016 in Sacramento, CA. Trustees interested in attending should notify Carrie Mullion, Administrative Assistant, by November 9, 2015.
4. Out of state travel request for Lale Cilenti Arac to travel to McCarran International Airport in Las Vegas, NV for airline flight to Sacramento, CA, to attend AEBG Adult Ed Regional Planning Summit on September 24-25, 2015.

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.)

C. PERSONNEL

Resolution 15-16 C-68 – EMPLOYMENT OF PERMANENT PART-TIME CUSTODIAN

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the employment of Maria Elena Duran, as permanent part-time Custodian, 19 hours per week, at classification Row 1, Step 4, on the Classified Hourly Salary Schedule, effective September 28, 2015. Human Resources has verified that the applicant meets the required minimum qualifications.

Resolution 15-16 C-69 – EMPLOYMENT OF PERMANENT PART-TIME CDC INSTRUCTIONAL AIDE

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the employment of Irene Lopez, as permanent part-time CDC Instructional Aide, 19 hours per week, at classification Row 1, Step 3, on the Classified CDC Hourly Salary Schedule, effective October 10, 2015. Human Resources has verified that the applicant meets the required minimum qualifications.

Resolution 15-16 C-70 – EMPLOYMENT OF FINANCIAL AID TECHNICIAN I

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the hiring of Veronica Barcenas as a full-time probationary employee in the classified service in the position of Financial Aid Technician I, paid on the Classified Salary Schedule Row 5, Step 3, effective March 26, 2015, per Education Code section 88003. Human Resources has verified that the applicant meets State required minimum qualifications.

Resolution 15-16 C-71 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR FALL SEMESTER 2015

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 Fall Semester 2015:

<u>Name</u>	<u>Position/Department</u>	<u>Rate of Pay (per hour)</u>
Barcenas, Martinique	Student Clerk – CAW	\$9.25
Birmingham, Jacob	Tutor – BSI	\$9.75
Bunch, Britny	Tutor – FWS	\$9.75
Felix, Joseph	Student Clerk – FWS	\$9.25
Garcia, Misty	Student Clerk – CAW	\$9.25
Gomez, Miguel	Tutor – FWS	\$9.75
Hatton, Krista	Peer Counselor – FWS	\$9.75
Lutz, Matthew	Tutor – FWS	\$9.75
Martinez, Vanessa	Tutor – BSI	\$9.75
Mendoza, Dalia	Student Aid – FWS	\$9.00
Reyna Mendez, Ailyn	Tutor – BSI/ESL	\$9.75
Rojo, Leticia	Student Clerk – CAW	\$9.25
Sawada, Tammi	Tutor – LSC	\$9.75
Sobarzo, Delia	Tutor – BSI	\$9.75

XI. CONSENT RESOLUTIONS (continued)

(Blanket Motion)

It was moved by Ms. Woods, and seconded by Ms. Rodriguez, that Consent Resolutions be approved.

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

Motion carried; Aye 5 No 0 Abstain 0 Absent 2

XII. ACTION ITEMS

A. INSTRUCTION

Resolution 15-16 A-23 – PROGRAM REVIEW APPROVAL, CHILD DEVELOPMENT CENTER

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Child Development Center Program Review as presented at this meeting to the Governing Board *(shown loose in Board folders)*.

It was moved by Mr. Lewis, and seconded by Mr. Gonzales, that Resolution 15-16 A-23 be approved.

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

Motion carried; Aye 5 No 0 Abstain 0 Absent 2

B. BUSINESS

Resolution 15-16 B-55 – AGREEMENT BETWEEN NEEDLES UNIFIED SCHOOL DISTRICT AND PALO VERDE COMMUNITY COLLEGE DISTRICT

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Agreement between Needles Unified School District (NUSD) and Palo Verde Community College District (PVCCD), for PVCCD to use the facilities at Needles High School in Needles, CA. to offer classes or programs as determined by the needs of the Needles community and surrounding area. Agreement shown as Reference B-55.

It was moved by Mr. Gonzales, and seconded by Mr. Lewis, that Resolution 15-16 B-55 be approved.

Discussion occurred, and Dr. Wallace provided clarification.

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

Motion carried; Aye 5 No 0 Abstain 0 Absent 2

XII. ACTION ITEMS (continued)

Resolution 15-16 B-56- AGREEMENT FOR FOOD SERVICES

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Agreement for Food Service with Quoc Nguyen, vendor, terms as stipulated, effective October 12, 2015, through December 31, 2016; shown as Reference B-56.

It was moved by Ms. Woods, and seconded by Ms. Rodriguez, that Resolution 15-16 B-56 be approved.

Discussion occurred, and Ms. Egan provided clarification.

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

Motion carried; Aye 5 No 0 Abstain 0 Absent 2

D. MISCELLANEOUS

Resolution 15-16 D-34 – APPROVAL OF BOARD OF TRUSTEES SELF EVALUATION 2014-2015

BE IT RESOLVED that the Board of Trustees Self Evaluation 2014-2015, conducted at the September 22, 2015 Board meeting, be approved as submitted (*shown loose in Board folders*).

It was moved by Ms. Rodriguez, and seconded by Mr. Gonzales, that Resolution 15-16 D-34 be approved.

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

Motion carried; Aye 5 No 0 Abstain 0 Absent 2

Resolution 15-16 D-35 – TRUSTEE EXCUSED ABSENCE FROM BOARD MEETING

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the excused absence, per Board Policy 2725, for purposes of compensation, of Trustee Ted Arneson from the Regular Board Meeting on September 8, 2015.

It was moved by Ms. Woods, and seconded by Mr. Lewis, that Resolution 15-16 D-35 be approved.

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

Motion carried; Aye 5 No 0 Abstain 0 Absent 2

Resolution 15-16 D-36 – STUDENT TRUSTEE EXCUSED ABSENCE FROM BOARD MEETING

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the excused absence, per Board Policy 2725, for purposes of compensation, of Student Trustee Grace Quist from the Regular Board Meeting on September 8, 2015, and the Special Meeting/Study Session on September 22, 2015.

XII. ACTION ITEMS (continued)

It was moved by Mr. Gonzales, and seconded by Ms. Woods, that Resolution 15-16 D-36 be approved.

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

Motion carried; Aye 5 No 0 Abstain 0 Absent 2

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

Closed Session was moved to Item #IV.

XV. RECONVENE TO OPEN SESSION

XVI. ADJOURN

The meeting was adjourned at 6:29 p.m.

**Minutes approved at the November 10, 2015
Regular Board Meeting.**

Donald G. Wallace, Secretary of the Board